Print2PDF 7.0 Conversion Server

User Manual

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Introduction

Print2PDF Conversion Server is an Adobe PDF generator server that supports unlimited watched folders and watched e-mail. This server provides your entire organization with conversion services and runs unattended as a Windows Service.

System Requirements

The recommended system configuration for Print2PDF Conversion Server is Windows® 2003 Server on a computer with 1 GB of RAM. Below are the minimum requirements:

Operating Systems

- Windows® 2000 Professional
- Windows® 2000 Server
- Windows® XP Home
- Windows® XP Professional
- Windows® XP Professional x64 Edition
- Windows® Vista™
- Windows® Vista™ x64 Edition
- Windows® Server 2003
- Windows® Server 2003 x64 Edition

Memory and Hard Drive Space

- 512 MB of RAM
- 40 MB for installation

Integration Requirements

- VBScript (VBScript.dll) is used for application automation.
- You must use the same user account for installing the host applications and running the conversion process.
- Print2PDF.dot macro requires Microsoft® Word 2000, 2002, 2003, or 2007.
- Integration with Microsoft® Internet Explorer requires version 5.5 or higher.
- Windows® Vista™ users must disable Protected Mode or add the website to the Trusted Sites list for conversion from Microsoft® Internet Explorer 7.

Host Application Requirements

- Autodesk® Design Review 2008
- Autodesk® AutoCAD 2000 or higher
- Microsoft® Word 2000, 2002, 2003, or 2007
- Microsoft® Excel 2000, 2002, 2003, or 2007
- Microsoft® PowerPoint 2000, 2002, 2003, or 2007
- Microsoft® Visio 2000, 2002, 2003, or 2007
- Microsoft® Publisher 2000, 2002, 2003, or 2007
- Microsoft® Internet Explorer 6.0+
- OpenOffice.org 2.2+

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Installation

Things to know before installation

- Print2PDF Conversion Server is installed as a print driver; it will install system files inside Windows and support files to the user-defined location:

  Program files: `%programfiles%\Software602\Print2PDF CS`
  Common files: `%programfiles%\Common Files\soft602`
  32-bit driver: `%systemroot%\system32\spool\drivers\w32x86\3`
  64-bit driver: `%systemroot%\system32\spool\drivers\x64\3`

- After the install process is complete, you will find the Print2PDF printer in the Windows print folder. Right click a supported file type in Windows Explorer will access the Convert2PDF feature and the Configuration application can be accessed from the Print2PDF Conversion Server program group.

- By default, Print2PDF Conversion Server will install as a 30-day trial. When you purchase Print2PDF Conversion Server, you are given a Registration Key that unlocks the trial version.

- The trial version of Print2PDF Conversion Server differs from the full version in two ways. First, the trial will insert a trial statement into all documents processed by Print2PDF. Second, the trial version will run for 30 days. At this point you may purchase a Registration Key or uninstall Print2PDF Conversion Server from your computer.

Download and Install

1. Download the setup file for Print2PDF Conversion Server, here:

   http://www.software602.com/download/

2. Double-click the download file, **p2pdf7cs.exe**, to start the installation process.
3. Follow the Installation Wizard to complete the installation process.
4. At the end of the installation, you will be asked to restart the computer. Please restart your computer at this time to ensure the program is installed correctly.

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Print2PDF Conversion Server Configuration

This part of the manual will cover configuration options. These settings will allow you to configure Print2PDF Conversion Server to meet the specific needs of your application. The configuration options shown here are used to set the default parameters for the current logged in user.

How it works

Depending on the access rights of the user launching the **Print2PDF Conversion Server Configuration** application determines what the user is able to configure.

See below for details:

Administrators

- Can define preferences for the current logged in user (e.g. ADMINISTRATOR)
  - After clicking **OK**, all preferences are stored in the registry under: **HKEY_CURRENT_USER\Software\Software602\Print2PDF CS\2001\PDF**
- Can create profiles (Profiles are named Profile.ini, Profile001.ini, etc.)
  - For the current logged in user (e.g. ADMINISTRATOR):
    - User profiles are saved to the following folder: **%appdata%\Software602\Print2PDF\Profiles**
  - For all users:
    - Enable **Make this profile visible for all users** under the **Save profile** dialog
    - Global profiles are saved to the following folder: **%systemroot%\system32\spool\drivers\w32x86\3\Profiles** **%systemroot%\system32\spool\drivers\x64\3\Profiles**

Normal users

- Can define preferences for the current logged in user (e.g. BOB)
  - Define preferences as normal and click **OK**
  - Stored in the registry under: **HKEY_CURRENT_USER\Software\Software602\Print2PDF CS\2001\PDF**
- Can create profiles (Profiles are named Profile.ini, Profile001.ini, etc.)
  - For the current logged in user (e.g. BOB)
    - User profiles are save to the following folder: **%appdata%\Software602\Print2PDF\Profiles**

NOTE: Users from the ADMINISTATORS group have access to all options.

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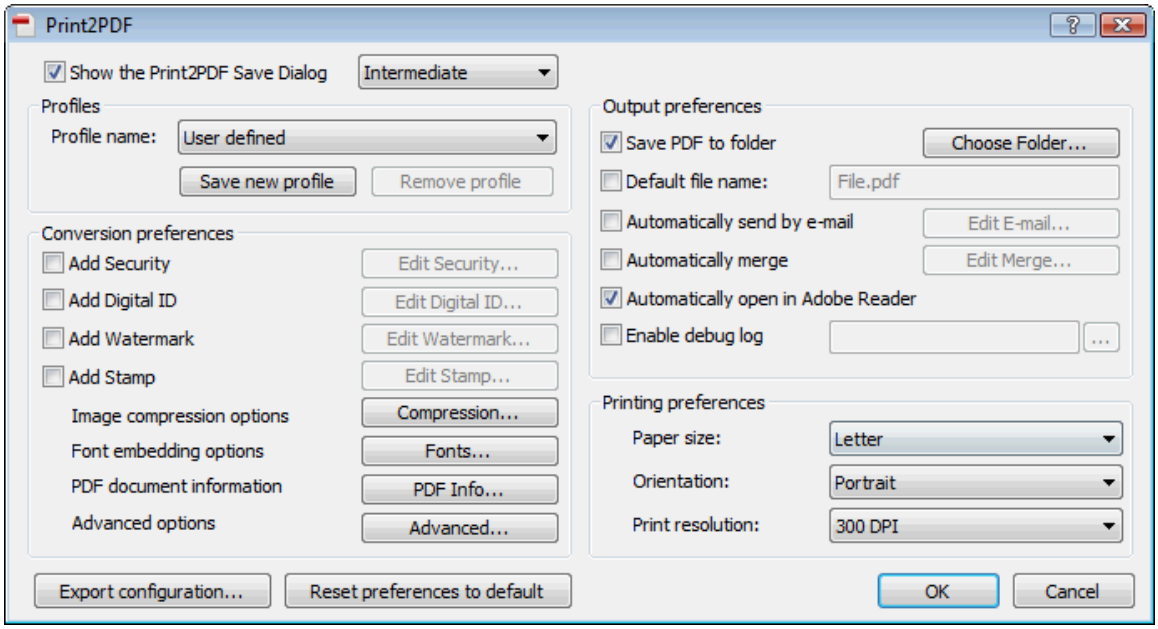
You can launch the **Print2PDF Conversion Server Configuration** application from the **Print2PDF Conversion Server** program group.



Below is an explanation of each feature and its respective use. To activate a feature, select the checkbox to the immediate left of the feature listed and de-select the check box to deactivate the feature.

Here is a list of available options:

Show the Print2PDF Save Dialog: This allows you to disable the Print2PDF dialog window from appearing whenever you print a document to the Print2PDF printer. It also eliminates the need for user intervention once the print job has been sent.

When this option is enabled you can choose which interface you would like to use:

- **Profile only:** Provides access to the list of profiles only. Only the file name is available, all other interface features are not accessible.
- **Simple:** Provides access to the output PDF path, file name and the ability to automatically open the file in Adobe® Reader®.
- **Intermediate:** Provides access to PDF security, Digital ID functions, and PDF metadata information.
- **Advanced:** Provides access to all features: watermark, stamp, automatic e-mail options, compression options and font embedding.

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Profiles

Print2PDF includes five built-in profiles to make PDF creation as simple as possible.

- **Standard:** Use this profile to create Adobe PDF documents suitable for reliable viewing and printing of business documents. This profile is based on the default settings of Print2PDF. The default settings are: Save PDF to folder %Desktop%, Automatically open in Adobe Reader, 300 DPI, Downsize image resolution, JPEG image compression (High quality), Remove duplicate images, Embed necessary subset and Embed licensed fonts.
- **Archive (PDF/A-1b):** Use this profile to create Adobe PDF documents that must conform to the PDF/A-1b ISO standard for long-term preservation (archival) of electronic documents. The following options are different from the **Standard** profile: Adobe PDF/A (Acrobat 8 compatible), Embed all fonts (Standard, Licensed and Simulated) and Save XMP metadata.
- **High Quality Print:** Use this profile to create very large Adobe PDF documents best suited for high quality printing. The following options are different from the **Standard** profile: 2400 DPI, ZIP image compression, Embed all fonts (Standard, Licensed and Simulated) and Fast web view.
- **Smallest File Size:** Use this profile to create very small Adobe PDF documents best suited for on-screen display, e-mail, and the Internet. The following options are different from the **Standard** profile: 144 DPI, JPEG image compression (Low quality) and Fast web view.
- **Confidential:** Use this profile to create Adobe PDF documents that contain the text 'Confidential', watermarked on all pages. The following options are different from the **Standard** profile: Add Watermark to all pages, watermark text 'Confidential' and watermark font size 96.

Depending on the profile type, the preferences are stored in different locations:

User profiles: `%appdata%\Software602\Print2PDF\Profiles\`
Global profiles (32-bit): `%systemroot%\system32\spool\drivers\w32x86\3\Profiles\`
Global profiles (64-bit): `%systemroot%\system32\spool\drivers\x64\3\Profiles\`

NOTE: Profiles are named Profile.ini, Profile001.ini, Profile002.ini, etc.

- **Profile name:** This is the name of the profile that will be visible from the profile list on the Save As dialog.
- **Save profile:** This will save the currently defined preferences into an .ini file.
    - **Make this profile visible for all users:** If this option is enabled, the profile will be stored in the Global profiles directory; otherwise it will be stored in the User profiles directory.
- **Remove profile:** This will remove the profile.

NOTE: To save or remove a Global profile on Windows Vista requires running the Configuration application as the Administrator user via the right-click Run as administrator command.

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Conversion preferences

- **Add Security:** This will allow you to limit access to PDF files created by Print2PDF. Once you enable this option, click **Edit Security...** to access all security settings. For more information see the Edit Security topic.
- **Add Digital ID:** Signing a document with a Digital ID will ensure authenticity and provide tamper-resistance. Once you enable this option, click **Edit Digital ID...** to access all of the Digital ID settings. For more information see the Edit Digital ID topic.
- **Add Watermark:** This will allow you to add a watermark to all or selected pages of your document. The **Edit Watermark...** button will open a dialog in which you will type the text for the watermark, select a font, text orientation, visibility, and specify where the watermark will appear in the document. For more information see the Edit Watermark topic.
- **Add Stamp:** This allows you to select which page(s) of the PDF you wish to have your stamp appear. Once you enable this option, click **Edit Stamp...** to access the stamp settings. For more information see the Edit Stamp topic.
- **Image compression options:** Clicking the **Compression...** button will allow you to modify image compression to change the PDF file size. For more information see the Image Compression Options topic.
- **Font embedding options:** Clicking the **Fonts...** button will open a dialog to modify how fonts will be embedded. For more information see the Font Embedding Options topic.
- **PDF document information:** Clicking the **PDF Info...** button will open a dialog to enter metadata information describing the PDF document. For more information see the PDF Document Information topic.
- **Advanced options:** This button will open a dialog to provide control over color output, resolution, rotation and optimization. For more information see the Advanced Options topic.

Output preferences

- **Save PDF to folder:** This allows you to designate a default folder for the output destination of your PDF documents. Print2PDF supports the following aliases for the path:

Value	Description
%Desktop%	The current logged in user's desktop folder
%Personal%	The current logged in user's personal folder (e.g. My Documents)
%Templates%	The current logged in user's template folder

For a list of all variables that can be used, view the following registry key:

```
HKCU\Software\Microsoft\Windows\CurrentVersion\Explorer\Shell Folders
```

- **Default file name:** This allows you to define a default file name that increments each time you convert a document (e.g. PDF.pdf, PDF1.pdf, PDF2.pdf). If this option is disabled, the original file name will be used.
- **Automatically send by e-mail:** This feature will automatically attach your PDF document to an e-mail and send it without intervention. Once you enable this option, click **Edit E-mail...** to access the e-mail settings. For more information see the Edit E-mail topic.

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- **Automatically merge:** This will allow you to automatically merge the contents of multiple documents into a single PDF file. Once you enable this option, click **Edit Merge...** to access the merge settings. For more information see the Edit Merge topic.
- **Automatically open in Adobe Reader:** This feature will automatically launch the Adobe® Reader® upon completion of the conversion. This allows you to view the converted document right away without having to manually open Acrobat® Reader® (Adobe® Reader® is required and is available for free from http://www.adobe.com/).
- **Enable debug log:** This feature will log debug information for use by Software602 support staff.

Printing Preferences

- **Paper Size:** Choose the paper size you want. All supported paper sizes will be listed in the drop down menu. This is based on what is available to your operating system.
- **Orientation:** Choose between portrait and landscape. Portrait is the default.
- **Print resolution:** Choose between 72, 96, 144, 300, 600, 1200 or 2400 DPI. The higher the resolution, the larger the file size.

Other options

- **Export configuration:** This button will export all currently selected preferences to the **defaults.ini** format.
- **Reset preferences to default:** This will reset preferences to default values.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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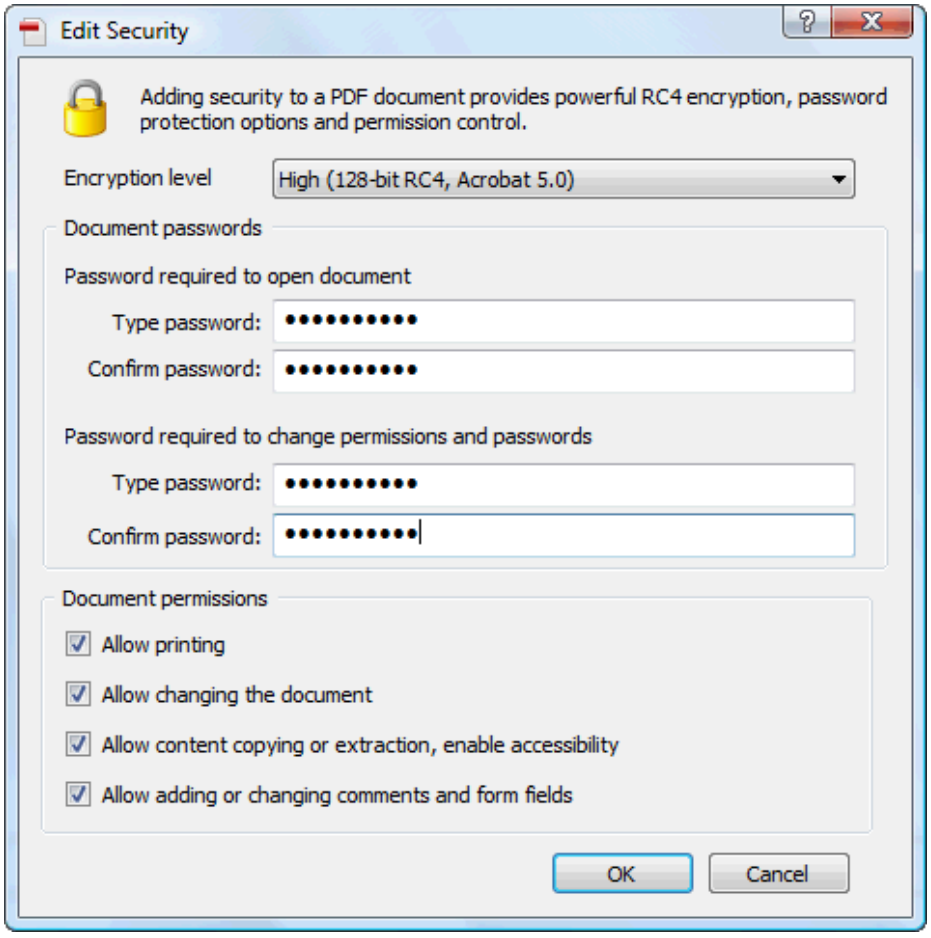
Advanced Configuration

Edit Security

Adding security to a PDF document provides powerful RC4 encryption, password protection options and permissions control.


Edit Security
Adding security to a PDF document provides powerful RC4 encryption, password protection options and permission control.
Encryption level
High (128-bit RC4, Acrobat 5.0)
Document passwords
Password required to open document
Type password:
Confirm password:
Password required to change permissions and passwords
Type password:
Confirm password:
Document permissions
Allow printing
Allow changing the document
Allow content copying or extraction, enable accessibility
Allow adding or changing comments and form fields
OK
Cancel

Here is a list of available options:

Encryption level: The Low (40-bit RC4, Acrobat 3.x, 4.x) encryption level has a much lower level of security than the High (128-bit RC4, Acrobat 5.0) level. Please note that High encryption is only compatible with Adobe® Reader® 5.0 or higher.

Document passwords:

- **Password required to open document:** Anyone that wants to open (read) the document must know this password.
- **Password required to change permissions and passwords:** Anyone who wants to change the document passwords or document permissions must know this password.

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Document permissions:

- **Allow printing:** Enable this permission to allow the document to be printed.
- **Allow changing the document:** Enable this permission to allow users to make changes.
- **Allow content copying or extraction, enable accessibility:** Enable this permission to allow users to copy text, graphics and enable the accessibility interface.
- **Allow adding or changing comments and form fields:** Enable this permission to allow users to change comments and fill in form fields.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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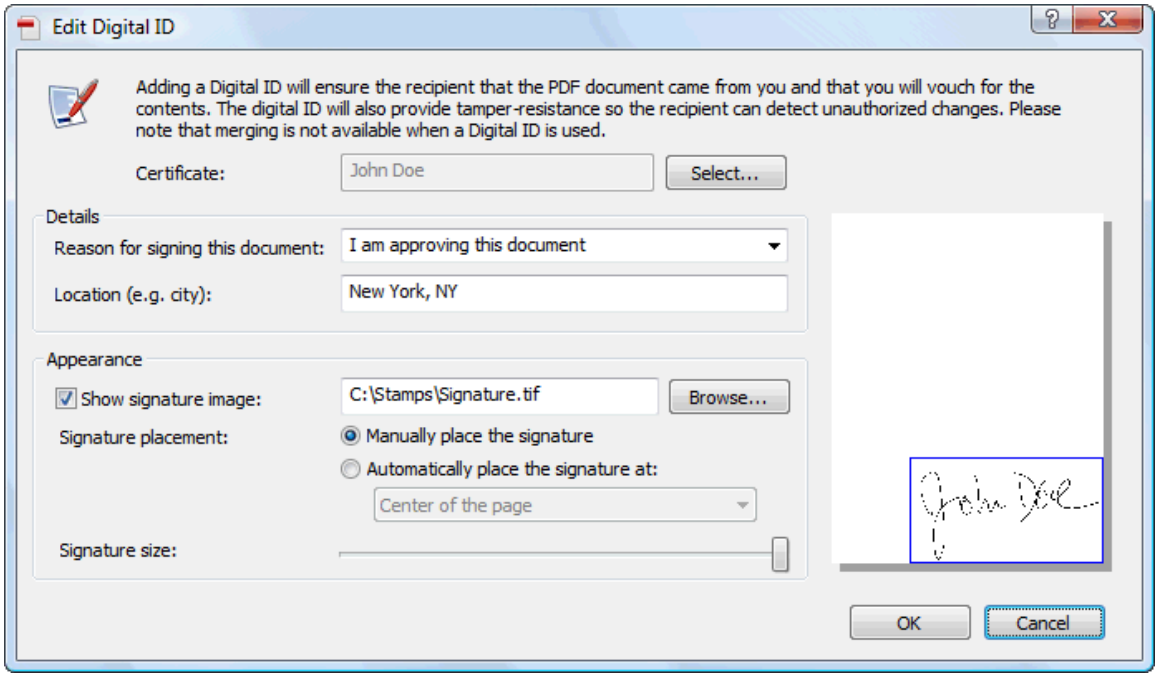
Edit Digital ID

Adding a Digital ID will ensure the recipient that the PDF document came from you and that you will vouch for the contents. The Digital ID will also provide tamper-resistance so the recipient can detect unauthorized changes.


Edit Digital ID
Adding a Digital ID will ensure the recipient that the PDF document came from you and that you will vouch for the contents. The digital ID will also provide tamper-resistance so the recipient can detect unauthorized changes. Please note that merging is not available when a Digital ID is used.
Certificate:
John Doe
Select...
Details
Reason for signing this document:
I am approving this document
Location (e.g. city):
New York, NY
Appearance
Show signature image:
C:\Stamps\Signature.tif
Browse...
Signature placement:
Manually place the signature
Automatically place the signature at:
Center of the page
Signature size:
OK
Cancel

Here is a list of available options:

- **Certificate:** Click **Select...** and choose the certificate from the Windows Certificate store you would like to sign the output PDF document with.

Details

- **Reason for signing this document:** You can specify a reason for signing the document by selecting a pre-defined reason from the list or type your own reason in this field.
- **Location:** Allows you to enter the location that the signing occurred.

Appearance

- **Show signature image:** Check this box and click **Browse...** to select the image you would like to use to represent your signature in the document.
- **Signature placement:** The signature image can be manually placed on the page by dragging it with the mouse on the preview to the right or use a predefined page position by selecting an option from the combo box.
- **Signature size:** Drag the slider to set the size of the signature image on the page.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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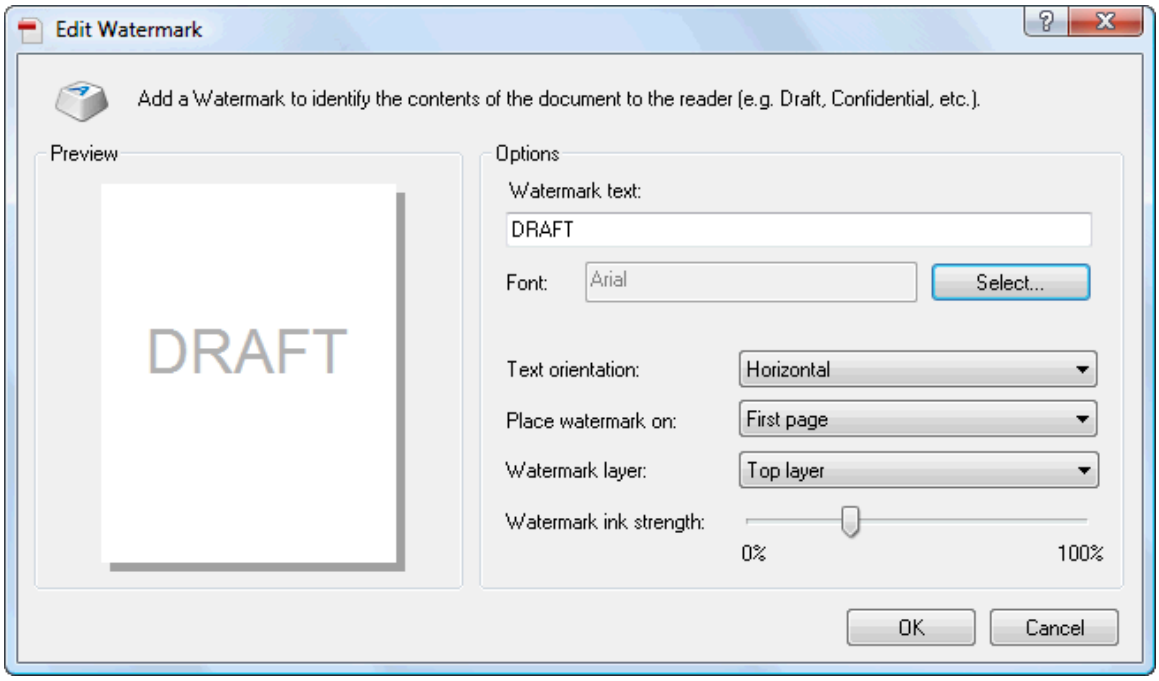
Edit Watermark

Add a Watermark to identify the contents of the document to the reader (e.g. Draft, Confidential, Top Secret, etc.).



Here is a list of available options:

- **Watermark text:** Type the text you want for the watermark. To insert the page number, enter **%P** (e.g. PAGE %P will yield, PAGE 1, PAGE2, etc.).
- **Font:** Click the **Select...** button and select the font, style and size you want for the watermark.
- **Text orientation:** Specify how the text will appear on the document.
- **Place watermark on:** Specify where the watermark will appear on the document.
- **Watermark layer:** Specify whether the watermark will appear above or below the document contents. Please note that some applications will fill the entire background with white before printing. You must use the top layer when printing from these applications or the watermark will be hidden.
- **Watermark ink strength:** Drag the slider to set the ink strength of the watermark.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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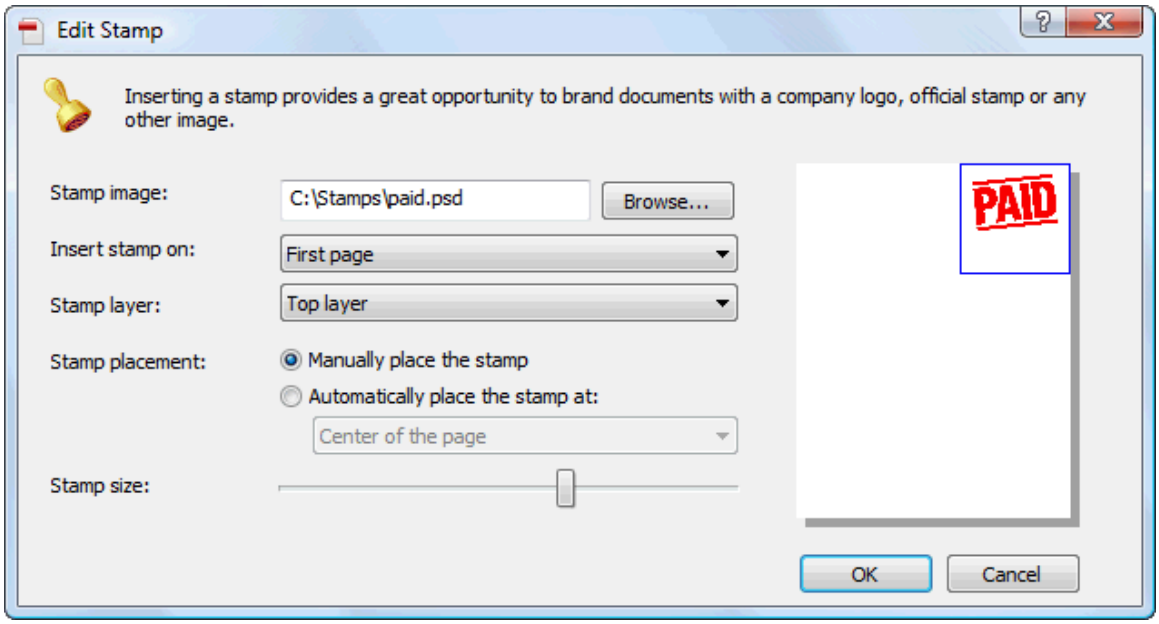
Edit Stamp

Inserting a stamp provides a great opportunity to brand documents with a company logo, official stamp or any other image.



Here is a list of available options:

- **Stamp image:** Click the **Browse...** button to select the image you would like to use as a stamp (e.g. official stamp, company logo).
- **Insert stamp on:** Specify where the stamp will appear on the document.
- **Stamp layer:** Specify whether the stamp will appear above or below the document contents. Please note that some applications will fill the entire background with white before printing. You must use the top layer when printing from these applications or the stamp will be hidden.
- **Stamp placement:** The stamp can be manually placed on the page by dragging it with the mouse on the preview to the right or use a predefined page position by selecting an option from the combo box.
- **Stamp size:** Drag the slider to set the size of the stamp on the page.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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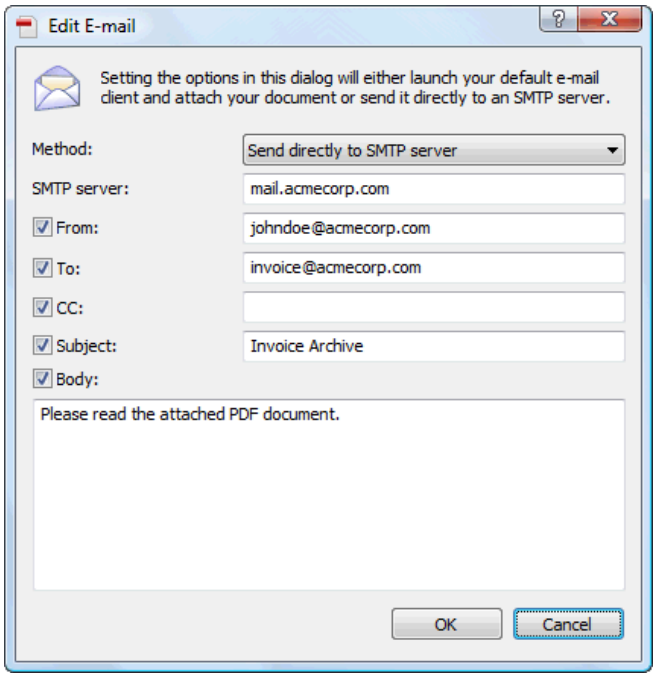
Edit E-mail

Setting the options in this dialog will either launch your default e-mail client and attach your document or send it directly to an SMTP server.



Here is a list of available options:

- **Method:** Print2PDF supports multiple methods of sending via e-mail.
    - **Launch default e-mail client:** Launches the default e-mail client specified in the operating system and attaches the PDF file. The user must complete the sending process.
    - **Send using default e-mail client:** Launches the default e-mail client specified in the operating system, attaches the PDF file and attempts[1] to automatically send the e-mail.
    - **Send directly to SMTP server:** Uses the built-in SMTP client to send the e-mail with the PDF attachment to the designated SMTP server. No default e-mail client is needed. **This method is 100% automated.**
- **From:** This is the address that the e-mail will come from.
- **To:** This is the address that the e-mail will be sent to.
- **CC:** This is the address where a copy of the e-mail will be sent.
- **Subject:** This is the subject of the e-mail.
- **Body:** This is the text that will be used for the body of the e-mail.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

[1] A message may appear prompting you that e-mail is being sent when using this option. This is due to security improvements in Outlook and Outlook Express.

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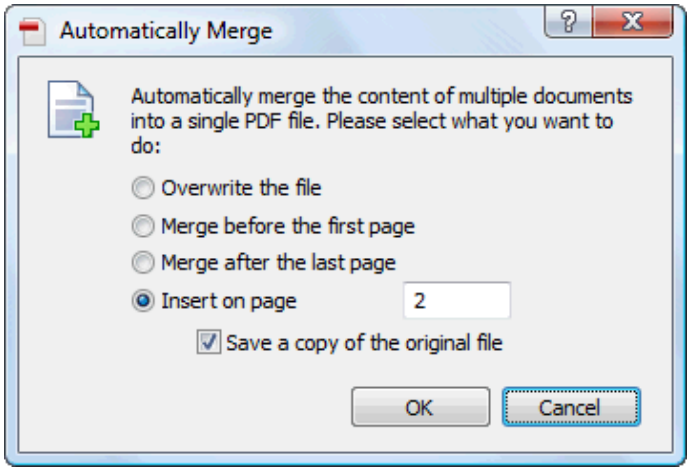
Edit Merge

Automatically merge the contents of multiple documents into a single PDF file.


Automatically Merge
Automatically merge the content of multiple documents into a single PDF file. Please select what you want to do:
Overwrite the file
Merge before the first page
Merge after the last page
Insert on page
2
Save a copy of the original file
OK
Cancel

Here is a list of available options:

- **Overwrite the file:** Will replace the original file with the new file.
- **Merge before the first page:** Will merge the new file before the first page in the original document.
- **Merge after the last page:** Will merge the new file after the last page in the original document.
- **Insert on page:** Will insert the new file on the selected page in the original document.
- **Save a copy of the original file:** Will automatically create and save a copy of the original file. This option will append **–original** to the original file name (e.g. document.pdf will become document-original.pdf).

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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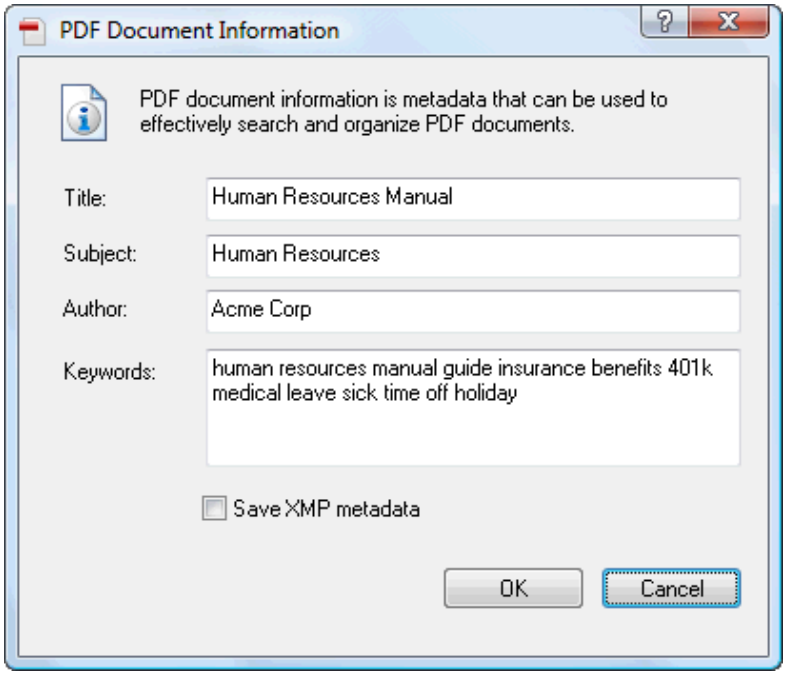
PDF Document Information

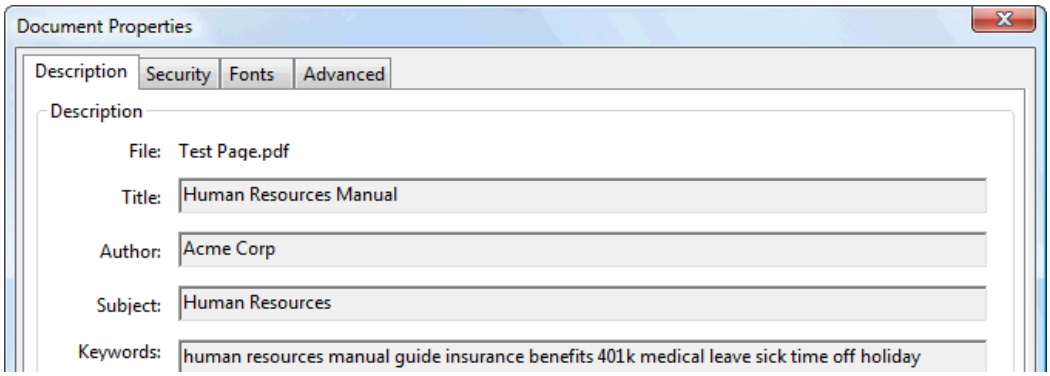
PDF document information is metadata that can be used to effectively search and organize PDF documents. Search engines commonly use metadata to effectively index a document.



Here is a list of available options:

- **Title:** Enter the title of this document.
- **Subject:** Enter the subject this document is about.
- **Author:** Enter the author's name.
- **Keywords:** Enter the keywords for this document.
- **Save XMP metadata:** Save metadata in the Extensible Metadata Platform (XMP) format. Learn more about XMP, here.

Example of how metadata appears in Adobe® Reader®:



Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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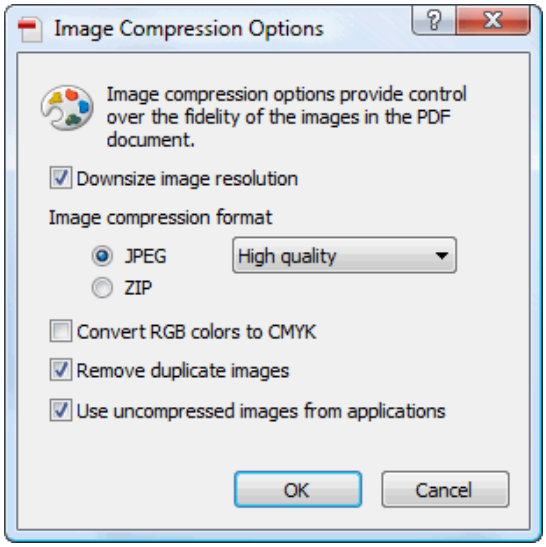
Image Compression Options

Image compression provides control over image fidelity in the output PDF document.



Here is a list of available options:

- **Downsize image resolution:** This option will reduce the resolution of images to the value set in **Print resolution**. This option is recommended as downsizing images can reduce the size of the PDF file. If the print resolution is greater than the image resolution, Print2PDF will not change the image resolution.

- **Image compression format:** Compressing images will result in much smaller PDF files. There are two compression methods offered in Print2PDF:

    - **JPEG:** This method is suitable for moderate sized grayscale and color images. JPEG is *lossy*, which means that it removes image data and may reduce image quality, but it attempts to do so with minimal loss. The **Quality** determines the amount of compression used. **High quality** means less compression (larger file size) and **Low quality** means more compression (smaller file size).
    - **ZIP:** This method is good to use on images with large areas of single colors or repeating patterns. The ZIP method is *lossless*, which means it will not affect image quality.

- **Convert RGB colors to CMYK:** Enable this option to convert RGB colors to CMYK. Make sure you have a CMYK profile associated with the Print2PDF printer.
- **Remove duplicate images:** Removes duplicate images.
- **Use uncompressed images from applications:** Instructs GDI to send uncompressed images instead of compressed images.

NOTE: ZIP compression is always used for images with 256 colors or less and CCITT compression is always used for black and white (1-bit) images.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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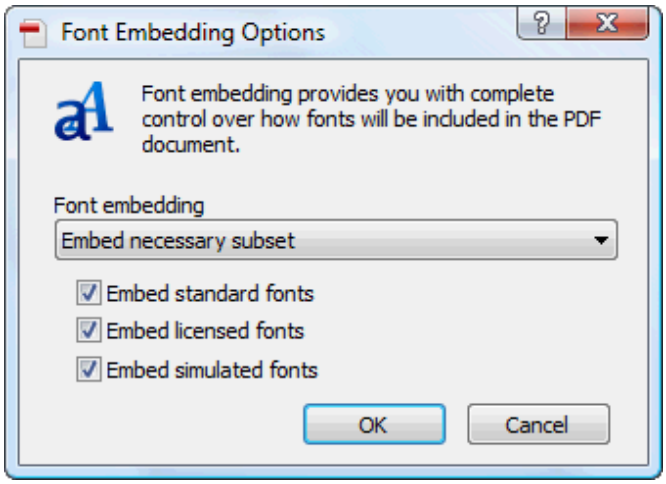
Font Embedding Options

Font embedding provides you with complete control over how fonts will be included in the output PDF document.


Font Embedding Options
Font embedding provides you with complete control over how fonts will be included in the PDF document.
Font embedding
Embed necessary subset
Embed standard fonts
Embed licensed fonts
Embed simulated fonts
OK
Cancel

Here is a list of available options:

- **Font embedding:** Embedding fonts will result in a larger but more portable PDF file. There are three possible options:
    - **Don't embed fonts:** Places a description of the font into the PDF but does not embed the actual font. These files are the smallest and will display well on any machine that has the specified fonts installed. Do not use this option with double-byte fonts (e.g. Asian fonts).
    - **Embed all fonts:** Will embed all fonts within the PDF, thus increasing the file size. When the fonts are embedded, the PDF output will display correctly in any reader, even if the machine does not have the specified fonts installed.
    - **Embed necessary subset:** Has the same effect as Embed all fonts, except it only embeds the relevant parts of each font into the PDF output. This normally results in a significant reduction in file size.

- **Embed standard fonts:** Will embed the base 14 fonts.
- **Embed licensed fonts:** Will embed fonts that require a license.
- **Embed simulated fonts:** Will embed Italic or Bold fonts that do not have an associated font file, but are simulated by the system.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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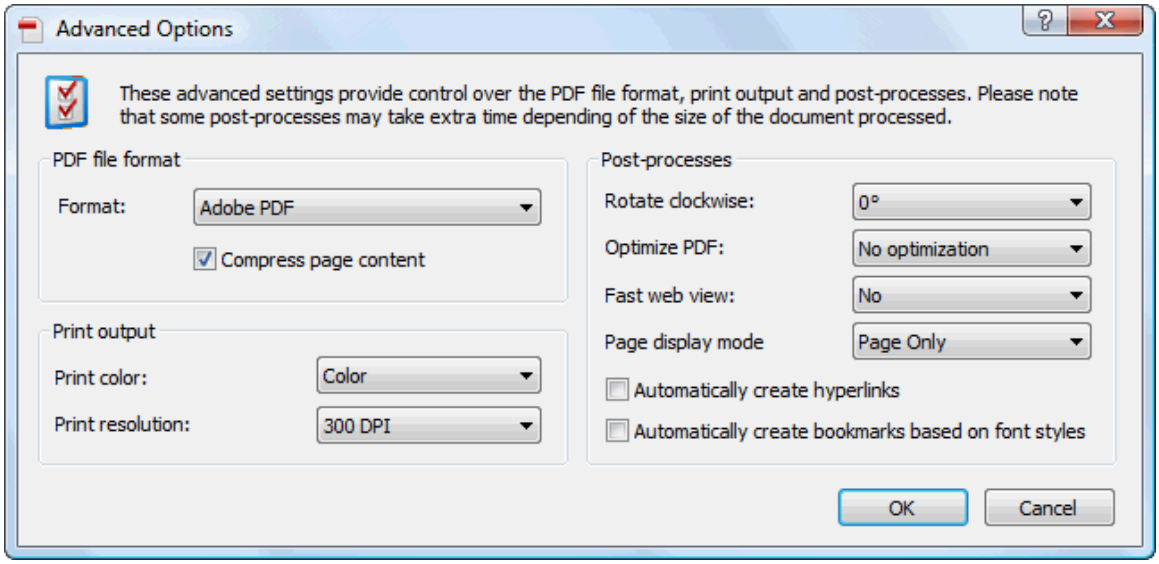
Advanced Options

These advanced settings provide control over the PDF file format, print output and post-processes. Please note that some post-processes may take extra time depending on the size of the document processed (e.g. Automatic bookmarks).



Here is a list of available options:

PDF file format

- **Format:** Determines the output file format, **Adobe PDF** will result in an Adobe 1.3 PDF, **Adobe PDF 1.4** will result in an Adobe 1.4 PDF, **Adobe PDF/A (Acrobat 7 compatible)** will result in an PDF/A compliant file for Acrobat 7, and **Adobe PDF/A (Acrobat 8 compatible)** will result in an PDF/A compliant file for Acrobat 8.
- **Compress page content:** This will compress (deflate) the content of each page to further reduce the PDF file size.

NOTE: There is no way to create PDF/A files that will validate compliant in both Acrobat 7 and Acrobat 8. Although Acrobat 8 is more conformant to the ISO 19005-1 specification, Acrobat 7 will not validate the file as PDF/A.

Print output

- **Print color:** This specifies if the printed output will be in **Color** or black and white **Gray Scale**.
- **Print resolution:** Choose between 72, 96, 144, 300, 600, 1200 or 2400 DPI. The higher the resolution the larger the file size.

Post-processes

- **Rotate clockwise:** Rotate the entire document clockwise by the degrees specified.
- **Optimize PDF:** Attempts to regroup lines or paragraphs to make the PDF easier to edit in other applications.

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- **Fast web view:** Linearize the PDF for fast viewing from the web.
- **Page display mode:** This option determines which panes and tabs are displayed in the Adobe® Reader® application.
- **Automatically create hyperlinks:** Attempts to find text that has certain prefixes and marks that text as a hyperlink (default prefixes are as follows: http://;https://;www.;mailto:;ftp://). See the **Developer Guide** for more information on how to customize this feature.
- **Automatically create bookmarks:** Automatically convert titles in the document to PDF bookmarks. This will search the document for the three largest font sizes and create a bookmark tree three levels deep containing these bookmarks. See the **Developer Guide** for more information on how to customize this feature.

NOTE: Print resolution cannot be changed once printing has started (e.g. from the Save PDF File As dialog). Please use the Print2PDF Conversion Server Configuration application to change this value.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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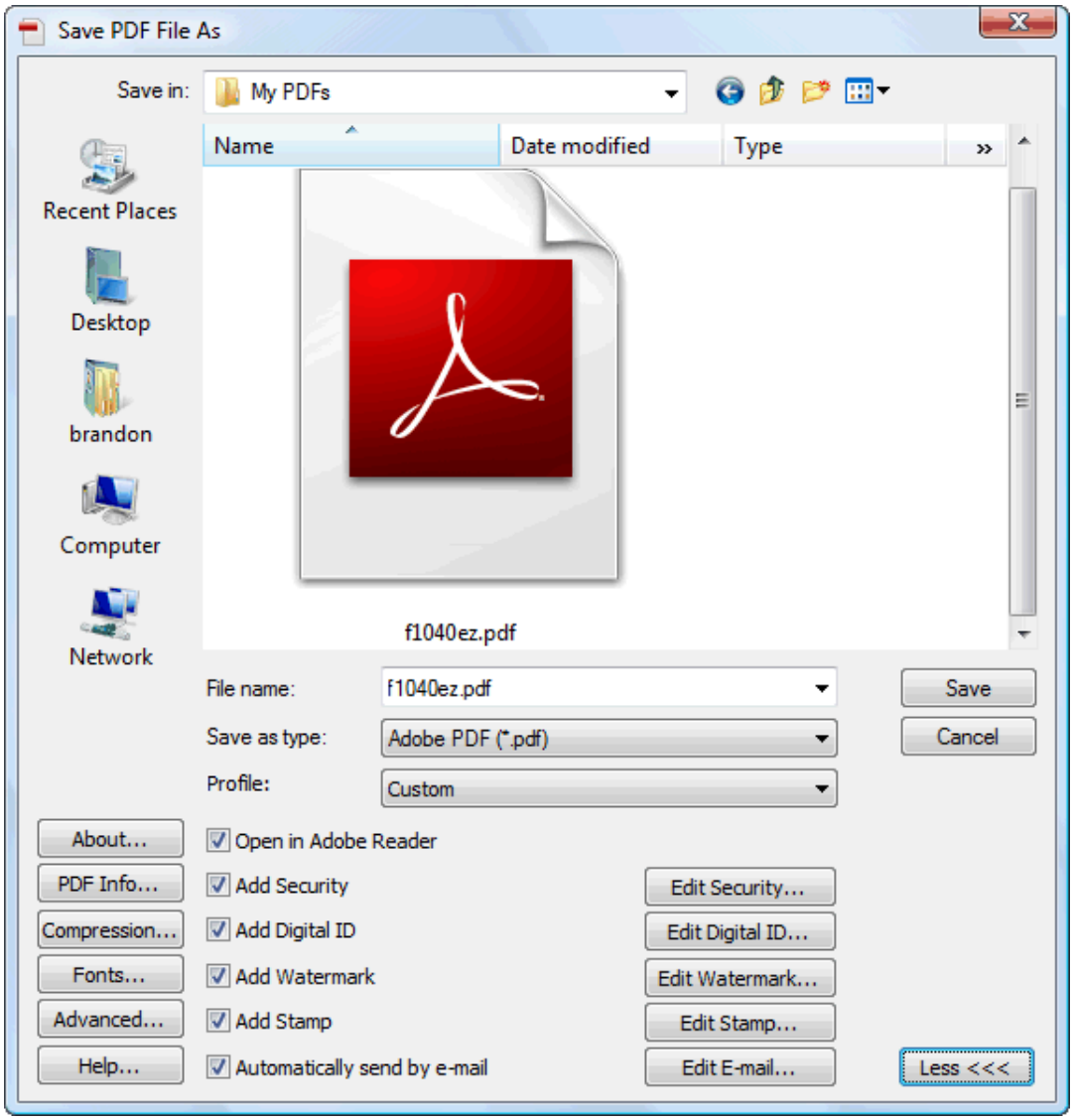
Creating PDF documents using Print2PDF

Print2PDF Save As Dialog

Print2PDF cannot be launched as a stand-alone application. To access this dialog, you must create a print job and send it to the Print2PDF printer.



Here is a list of available options:

- **File name:** Enter a name for the output PDF.
- **Profile:** Choose a profile from the list. This will change the settings based on what is contained in the profile. For more information see the Profiles topic.
- **Open in Adobe Reader:** This feature will automatically launch the Adobe® Reader® upon completion of the conversion. This allows you to view the converted document right away without having to manually open Acrobat® Reader® (Available for free from http://www.adobe.com/).

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- **Add Security:** This will allow you to limit access to PDF files created by Print2PDF. Once you enable this option, click **Edit Security...** to access all security settings. For more information see the Edit Security topic.
- **Add Digital ID:** Signing a document with a Digital ID will ensure authenticity and provide tamper-resistance. Once you enable this option, click **Edit Digital ID...** to access all of the Digital ID settings. For more information see the Edit Digital ID topic.
- **Add Watermark:** This will allow you to add a watermark to all or selected pages of your document. The **Edit Watermark...** button will open a dialog in which you will type the text for the watermark, select a font, text orientation, visibility, and specify where the watermark will appear in the document. For more information see the Edit Watermark topic.
- **Add Stamp:** This allows you to select which page(s) of the PDF you wish to have your stamp appear. Once you enable this option, click **Edit Stamp...** to access the stamp settings. For more information see the Edit Stamp topic.
- **Automatically send by e-mail:** This feature will automatically attach your PDF document to an e-mail and send it without intervention. Once you enable this option, click **Edit E-mail...** to access the e-mail settings. For more information see the Edit E-mail topic.
- **Register/About:** When the product is in trial mode, this button will launch the **Registration Wizard** to register the product online. When the product is registered, this button will open the **About** dialog to display the registration and version information.
- **PDF Info:** This button will open a dialog to enter metadata information describing the PDF document. For more information see the PDF Document Information topic.
- **Compression:** This button will allow you to modify image compression to change the PDF file size. For more information see the Image Compression Options topic.
- **Fonts:** This button will open a dialog to modify the font embedding rules. For more information see the Font Embedding Options topic.
- **Advanced:** This button will open a dialog to provide control over color output, resolution, scaling, viewer options, rotation and optimization. For more information see the Advanced Options topic.
- **More >>>:** Will expand the **Save PDF File As** dialog to show more options available for PDF document creation.
- **Less <<<:** Will shrink the **Save PDF File As** dialog and show only the basic set of options.

Click **Save** to create the PDF with the options specified. Click **Cancel** to close the dialog box without saving any changes.

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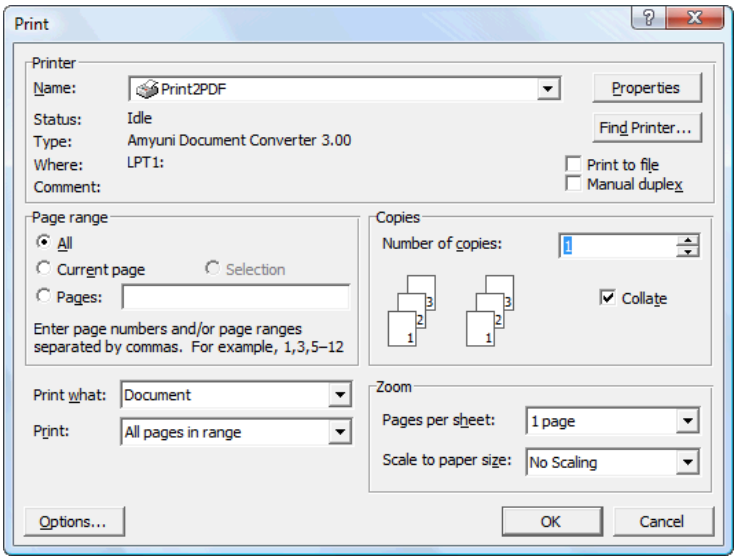
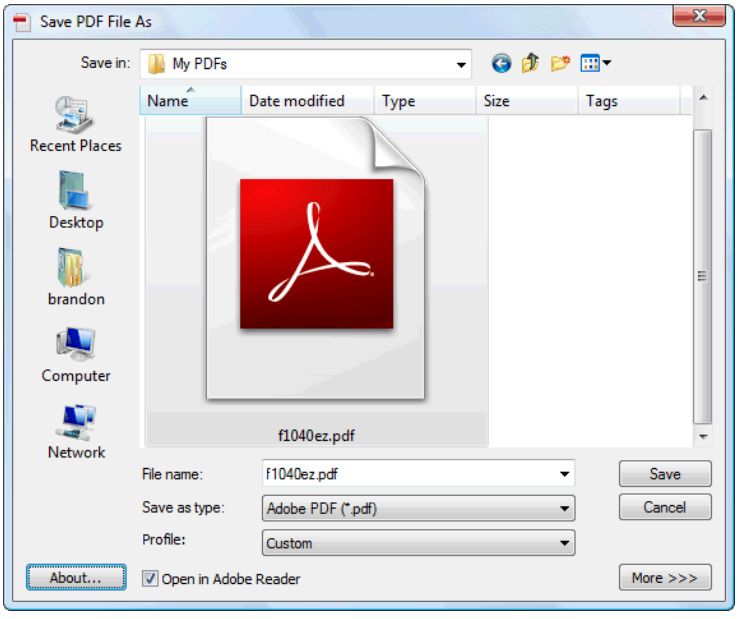
How to use Print2PDF

1. Open a document in your favorite application (e.g. Microsoft Word).
2. Click on **File** and select **Print** from the drop down menu.
3. In the printer dialog box, select **Print2PDF** from the list containing all of the printers installed on your PC.



4. Click **Print**.
5. The Print2PDF **Save PDF File As** dialog box will appear.



6. In the **File name** field, enter a name for the new PDF file.
7. You may select the folder you would like the new file to be saved by clicking one of the predefined locations on the left (e.g. **Desktop**, **My Computer**) or choose the folder by clicking **Save in:** at the top of the dialog.
8. To create your new PDF document, click the **Save** button.

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How to use Print2PDF from Microsoft Internet Explorer

Print2PDF can also be accessed via the toolbar icon in Microsoft® Internet Explorer for quick and easy web page conversion to the PDF format. By clicking the Print2PDF icon, the current web page will be sent to the Print2PDF printer. This feature is useful for sharing web pages with others.

CNN.com - Breaking News, U.S., World, Weather, Entertainment & Video News - Windows Internet Ex...
http://www.cnn.com/
Google
CNN.com - Breaking News, U.S., World, Weather,...
AMERICAN MORNING
SITUATION ROOM
LOU DOBBS TONIGHT
PAULA ZAHN NOW
CNN.com
Member Center: Sign In | Register
SEARCH
THE WEB
CNN.COM
Home World U.S. Weather Business Sports Analysis Politics Law Tech Science Health
UPDATED: 11:54 a.m. EDT, June 14, 2007
LATEST NEWS
TOP STORIES
MOST POPULAR
Power partially restored to space station
Police search wasteland for missing British girl
Ex-U.N. chief with Nazi past dies
Sunni mosques hit after blast at Samarra shrine
WTAE: Police: Sitter in fatal fire may not exist
U.S. camera shows rescue, death in Rio Grande
Ticker: Clintons disclosure up to $50 million
Baby fight 'more than worth it,' Birkhead says
Possible early signs of ovarian cancer identified
KCCI: Woman faces jail in toilet paper theft
Hilton out of medical ward, back at women's jail
Leno, Jon Stewart get in on ribbing 'Sopranos'
CNN Wire: Latest updates on world's top stories
Smoke rises over Gaza today.
Palestinian battle for control sparks bloodbath
Done
Internet | Protected Mode: On
100%

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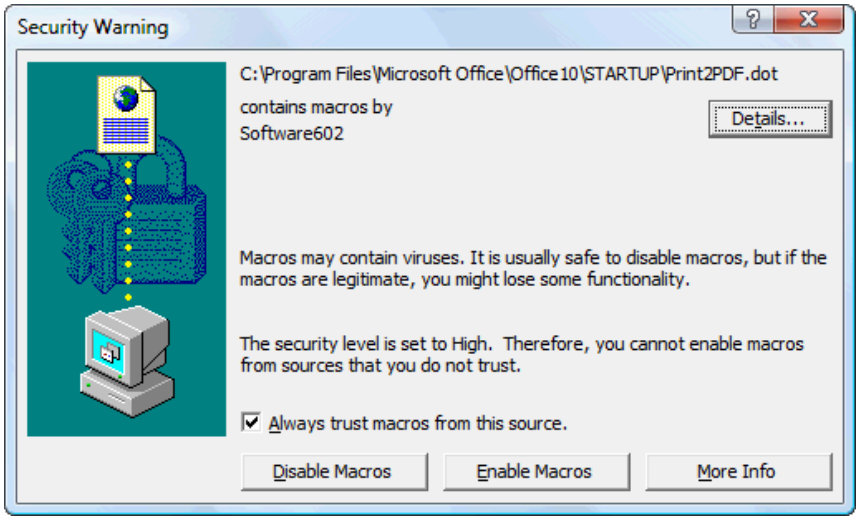
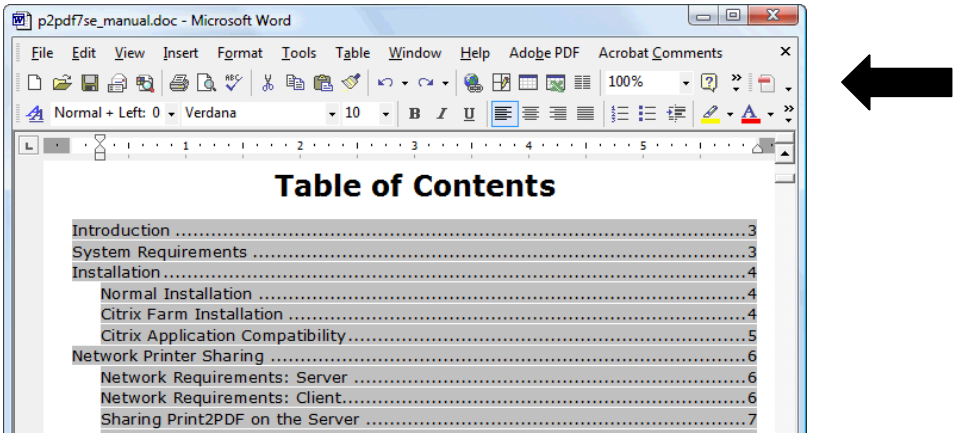
How to use Print2PDF from Microsoft Word

A macro is automatically installed in Microsoft® Word for easy PDF creation. If your security settings are set to Medium or High, Word will display a macro warning when opening a document. Just select **Always trust macros from this source** and click **Enable Macros**. This will allow you to use the Print2PDF macro. See below:


Security Warning
C:\Program Files\Microsoft Office\Office10\STARTUP\Print2PDF.dot
contains macros by
Software602
Details...
Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.
The security level is set to High. Therefore, you cannot enable macros from sources that you do not trust.
Always trust macros from this source.
Disable Macros
Enable Macros
More Info

Now we will create a PDF document from Word, do the following:

1. Open a document in Word.
2. Click the **Create PDF** icon on the toolbar.


p2pdf7se_manual.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments
Table of Contents
Introduction 3
System Requirements 3
Installation 4
Normal Installation 4
Citrix Farm Installation 4
Citrix Application Compatibility 5
Network Printer Sharing 6
Network Requirements: Server 6
Network Requirements: Client 6
Sharing Print2PDF on the Server 7

3. Configure the options as needed from the **Save As** dialog.
4. Click **Save**.

When you create a PDF from Microsoft® Word using the **Create PDF** macro, Print2PDF will scan the document for headings (Heading 1 – Heading 9) and hyperlinks. These elements will be included in the PDF as bookmarks and web links.

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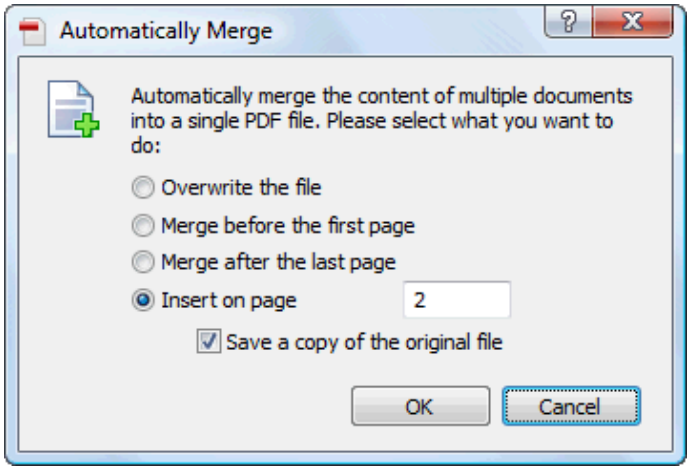
How to merge with Print2PDF

Create a single PDF from multiple sources (web pages, e-mail, Microsoft® Word) to deliver one document that anyone can open. When you attempt to overwrite a file, Print2PDF will prompt you to overwrite or merge the output to the current PDF.


Automatically Merge
Automatically merge the content of multiple documents into a single PDF file. Please select what you want to do:
Overwrite the file
Merge before the first page
Merge after the last page
Insert on page
2
Save a copy of the original file
OK
Cancel

To merge PDF files using Print2PDF, do the following:

1. Create the first PDF file as normal.
2. Print the second document to the Print2PDF printer and attempt to overwrite the first PDF by selecting it in the **Save PDF File As** dialog. Then click **Save**.
3. The **Overwrite or Merge** dialog will appear. This dialog will allow you to replace the original file with the new file or merge the new file with the original document.

    - **Overwrite the file:** Will replace the original file with the new file.
    - **Merge before the first page:** Will merge the new file before the first page in the original document.
    - **Merge after the last page:** Will merge the new file after the last page in the original document.
    - **Insert on page:** Will insert the new file on the selected page in the original document.
    - **Save a copy of the original file:** Will automatically create and save a copy of the original file. This option will append **–original** to the original file name (e.g. document.pdf will become document-original.pdf).

4. Click **OK** to confirm all settings and create the merged PDF.

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Converting documents using Print2PDF

File Types

Print2PDF allows you to convert office document directly to PDF without manually opening the file in the respective application to print. Print2PDF provides automatic conversion using the **Convert2PDF** or **Convert2PDF Server** applications.

Host applications required for conversion:

- **Autodesk® Design Review 2008**
  - DWF, DWFX
- **Autodesk® AutoCAD 2000 or higher**
  - DWG, DWS, DXF, DWT
- **Microsoft® Word 2000, 2002, 2003, or 2007**
  - DOC, DOCX, RTF, DOT, DOTX, DOTM, WRI, WPD
- **Microsoft® Excel 2000, 2002, 2003, or 2007**
  - XLS, XLSX, XLSM, XLSB, XLW, XLTX, XLTM, XLT, DBF, CSV
- **Microsoft® PowerPoint 2000, 2002, 2003, or 2007**
  - PPT, PPTX
- **Microsoft® Visio 2000, 2002, 2003, or 2007**
  - VSD, VSS, VST, VDX, VSX, VTX
- **Microsoft® Publisher 2000, 2002, 2003, or 2007**
  - PUB
- **Microsoft® Internet Explorer 6.0+**
  - HTM, HTML, MHT, MHTML, XML
- **Microsoft® Notepad**
  - TXT, LOG
- **OpenOffice.org 2.2+**
  - ODT, ODS, ODP, ODG, ODF

Internally converted file types that do not require a host application:

- Adobe PDF Files (PDF)
- Adobe Photoshop Document (PSD)
- Bitmap Images (BMP, DIB)
- GIF Images (GIF)
- JPEG Images (JPG, JPEG, JPE)
- Kodak Photo CD (PCD)
- Multi-page TIFF Images (TIF, TIFF, FAX)
- Multi-page PCX Images (DCX)
- PNG Images (PNG)
- Truevision Targa (TGA)
- Windows Metafile (WMF)
- Other Image Types: ANI, BRK, CAL, CLP, CUT, CUR, ICA, ICO, IFF, IMG, LV, MSP, PBM, PCT, PICT, PCX, PNM, PPM, RAS, RGB, RLE, SGI, WPG, XBM, XPM, XWD

The above image file types will be converted directly to PDF. True color images are reduced to 256 colors with ZIP compression. Adobe PDF files will be processed will some limitations, see the Adobe PDF Files topic for more information.

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Adobe PDF Files

The **Convert2PDF** or **Convert2PDF Server** applications can process existing Adobe PDF files (*.PDF), but not all features are supported. See below for more details:

Supported features

- Add Security
- Add Digital ID
- Add Stamp
- PDF document information
- PDF file format (see details)
- Rotate clockwise
- Fast web view
- Page display mode
- Automatically create hyperlinks
- Automatically create bookmarks
- Automatically send by e-mail

Unsupported features

- Add Watermark
- Image compression options
- Font embedding options
- Print resolution
- Save XMP metadata
- etc...

PDF file format

Determines the output file format, **Adobe PDF** will not change the version in the PDF header, **Adobe PDF 1.4** will change the version to 1.4, **Adobe PDF/A Acrobat 7 compatible** will result in an PDF/A compliant file for Acrobat 7, and **Adobe PDF/A Acrobat 8 compatible** will result in an PDF/A compliant file for Acrobat 8.

NOTE: Convert2PDF will ATTEMPT to convert the existing PDF file based on the selected output file format, but no guarantees can be made on success (e.g. if fonts are not embedded in the original PDF, it is impossible to convert this file to PDF/A since this standard requires font embedding).

Usage examples

- Batch web linearize PDF files (fast web view)
- Batch digitally sign PDF files
- Batch encrypt PDF files
- Batch convert PDF files to PDF/A
- Batch stamp PDF files with a company logo

Microsoft Office Configuration

Before using the automated applications included with Print2PDF, we suggest you do the following to make Microsoft Word ready for automated use (other Microsoft Office products, e.g. Excel, should be configured the same way). The following steps will help eliminate pop-up dialogs that could interrupt PDF conversion.

If you have previously modified Microsoft Word setting through **Distributed COM Configuration Properties**, you will need to set it back to the original setting (the **Identity** tab must be set to **The launching user**). If you are not sure, we recommend reinstalling Microsoft Word.

1. Start **Microsoft Word**. This will force the application to register itself.
2. Close all pop-up windows.
3. Click **Help** - **Hide the Office Assistant**.
4. If you are using Microsoft Word 2003, click **Help** - **Customer Feedback Options**. Select **No, I don't wish to participate** and then click **OK**.
5. Exit **Microsoft Word**.

NOTE: If you have any third party macro or add-ins installed, we recommend that you remove or disable them since they often add an extra overhead and may slow down or interrupt the PDF conversion process.

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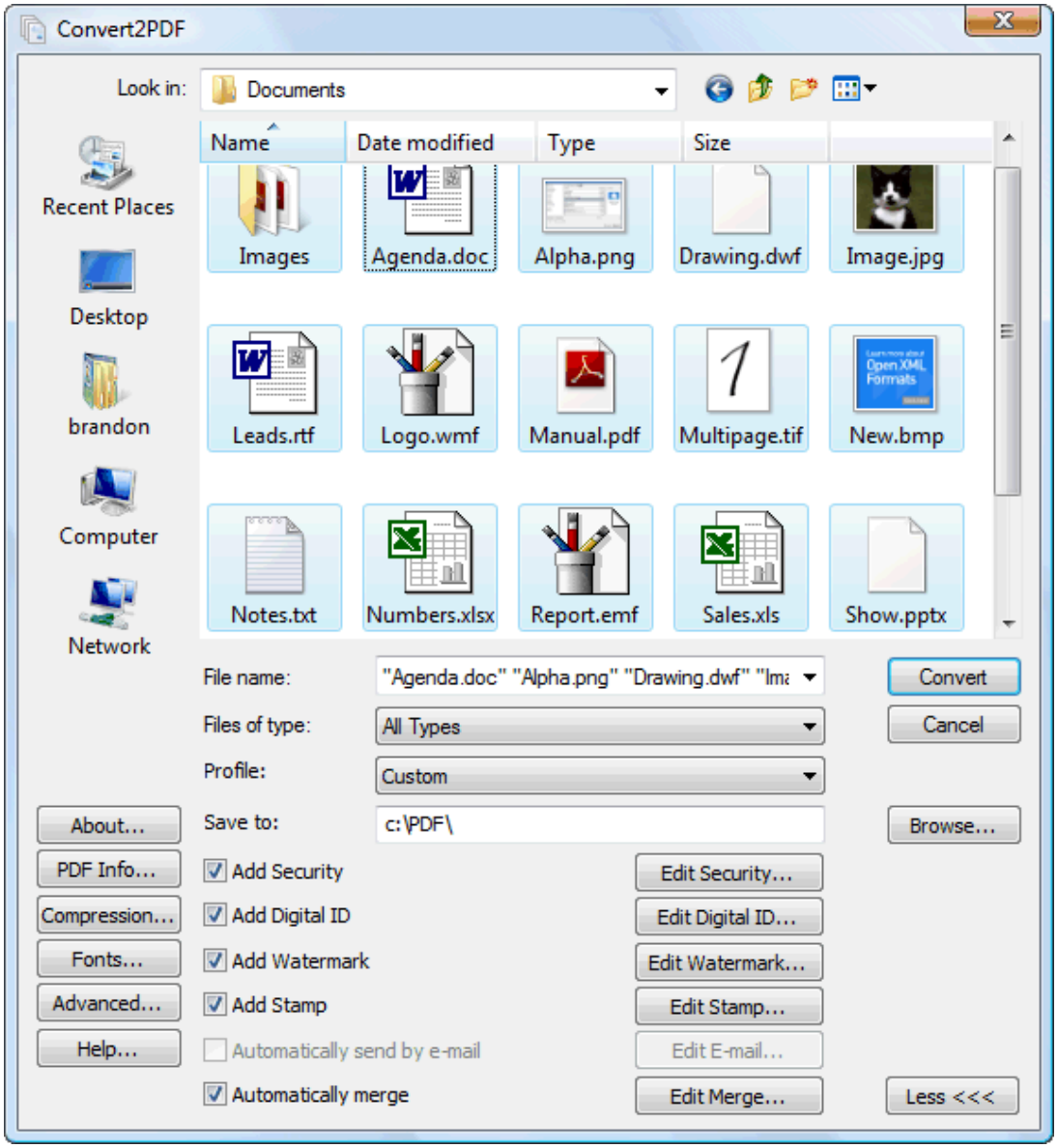
Convert2PDF

You can launch the Convert2PDF batch process application from **Start** – **Programs** – **Print2PDF Conversion Server**.



Here is a list of available options:

- **File name:** Enter the name(s) of the file(s) you want to convert. Hold the **CTRL** key or **SHIFT** key on the keyboard and left click with the mouse to select multiple files you wish to convert.
- **Files of type:** You can filter the file list to only show the specified file type selected here.
- **Profile:** Choose a profile from the list. This will change the settings based on what is contained in the profile. For more information see the Profiles topic.

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- **Save to:** Click the **Browse...** button to choose the folder that the converted files will be saved to.
- **Add Security:** This will allow you to limit access to PDF files created by Print2PDF. Once you enable this option, click **Edit Security...** to access all security settings. For more information see the Edit Security topic.
- **Add Digital ID:** Signing a document with a Digital ID will ensure authenticity and provide tamper-resistance. Once you enable this option, click **Edit Digital ID...** to access all of the Digital ID settings. For more information see the Edit Digital ID topic.
- **Add Watermark:** This will allow you to add a watermark to all or selected pages of your document. The **Edit Watermark...** button will open a dialog in which you will type the text for the watermark, select a font, text orientation, visibility, and specify where the watermark will appear in the document. For more information see the Edit Watermark topic.
- **Add Stamp:** This allows you to select which page(s) of the PDF you wish to have your stamp appear. Once you enable this option, click **Edit Stamp...** to access the stamp settings. For more information see the Edit Stamp topic.
- **Automatically merge:** This will allow you to automatically merge the contents of multiple documents into a single PDF file. Once you enable this option, click **Edit Merge...** to access the merge settings. For more information see the Edit Merge topic.
- **Register/About:** When the product is in trial mode, this button will launch the **Registration Wizard** to register the product online. When the product is registered, this button will open the **About** dialog to display the registration and version information.
- **PDF Info:** This button will open a dialog to enter metadata information describing the PDF document. For more information see the PDF Document Information topic.
- **Compression:** This button will allow you to modify image compression to change the PDF file size. For more information see the Image Compression Options topic.
- **Fonts:** This button will open a dialog to modify the font embedding rules. For more information see the Font Embedding Options topic.
- **Advanced:** This button will open a dialog to provide control over color output, resolution, scaling, viewer options, rotation and optimization. For more information see the Advanced Options topic.
- **More >>>:** Will expand the **Select Files to Convert** dialog to show more options available for PDF document conversion.
- **Less <<<:** Will shrink the **Select Files to Convert** dialog and show only the basic set of options.

Click **Convert** to convert the select files to PDF with the options specified. Click **Cancel** to close the dialog box without saving any changes.

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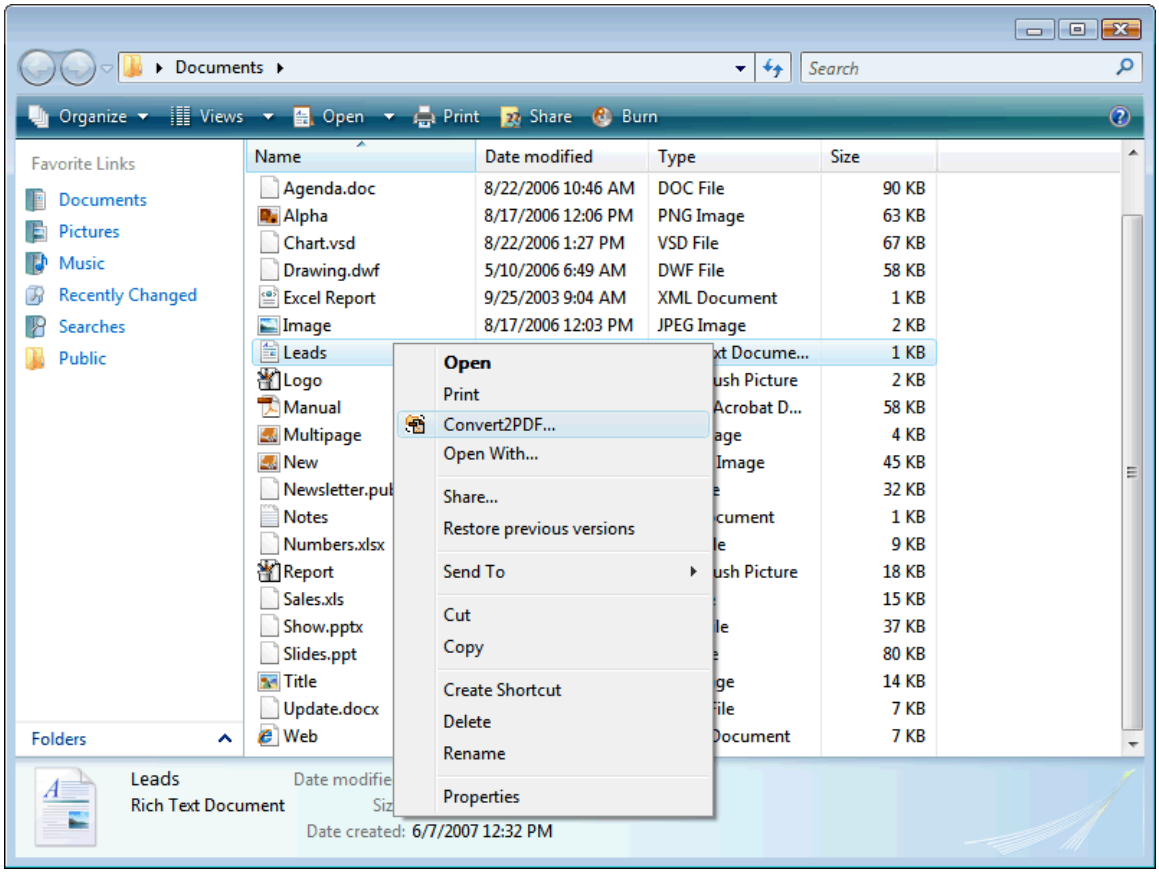
How to use Convert2PDF from Windows Explorer

To convert a file using **Convert2PDF**, do the following:

1. Open **Windows Explorer** or **My Computer** and navigate to the file(s) you wish to convert.
2. **Left click** the file (Hold the **CTRL** key or **SHIFT** key on the keyboard to select multiple files).
3. **Right click** the file.
4. Choose **Convert2PDF** from the popup menu.



You will see the conversion status dialog box appear while the file is being converted. The PDF document will be placed in the same folder as the original and will have the same name as the original but it will maintain the PDF file extension.

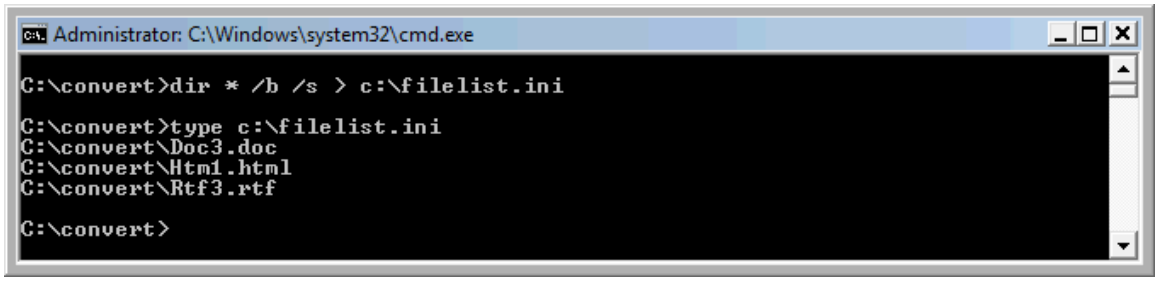
How to use Convert2PDF from the command-line

Convert2PDF can be automated from the command-line to provide directory-based conversion on-demand or it can be integrated as a Scheduled Task to provide daily conversion. Just copy the files to be converted into a separate directory and run the following commands to automate document conversion.

Use the following command to create a file list from a directory:

```
dir [path] /b /s > c:\filelist.ini
```

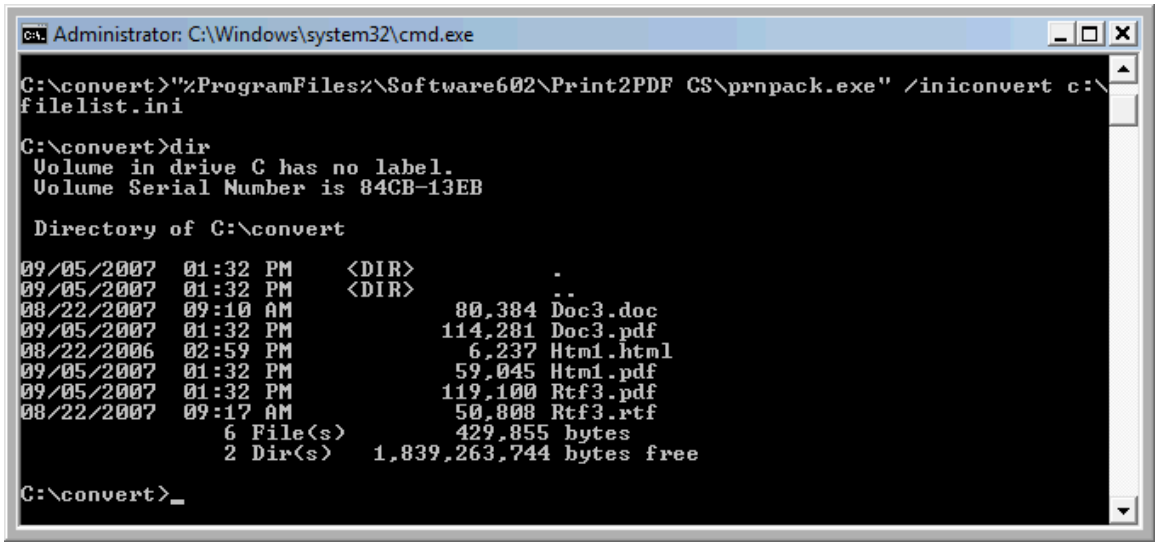
Example:



Now run the following command to convert this list of files to PDF:

```
"%ProgramFiles%\Software602\Print2PDF CS\prnpack.exe" /iniconvert c:\filelist.ini
```

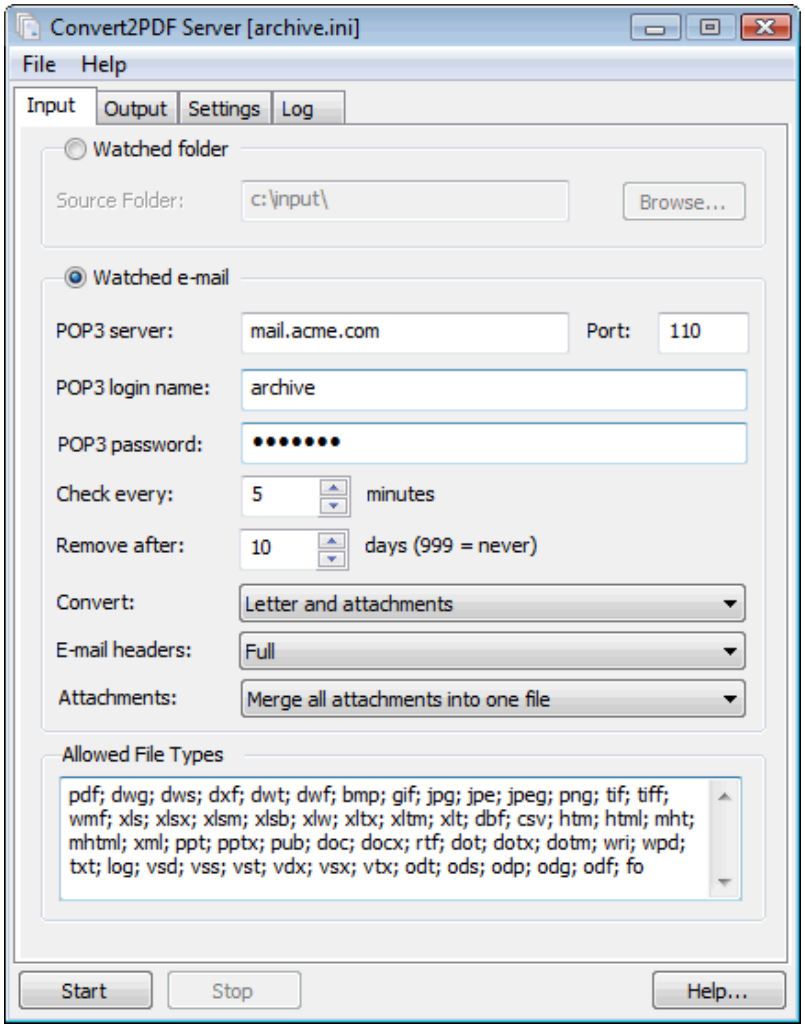
Example:


Administrator: C:\Windows\system32\cmd.exe
C:\convert>"%ProgramFiles%\Software602\Print2PDF CS\prnpack.exe" /iniconvert c:\filelist.ini
C:\convert>dir
Volume in drive C has no label.
Volume Serial Number is 84CB-13EB
Directory of C:\convert
09/05/2007 01:32 PM <DIR> .
09/05/2007 01:32 PM <DIR> ..
08/22/2007 09:10 AM 80,384 Doc3.doc
09/05/2007 01:32 PM 114,281 Doc3.pdf
08/22/2006 02:59 PM 6,237 Html.html
09/05/2007 01:32 PM 59,045 Html.pdf
09/05/2007 01:32 PM 119,100 Rtf3.pdf
08/22/2007 09:17 AM 50,808 Rtf3.rtf
6 File(s) 429,855 bytes
2 Dir(s) 1,839,263,744 bytes free
C:\convert>

NOTE: Unsupported file types in the .INI file will be skipped.

Convert2PDF Server

You can launch the Convert2PDF Server application from **Start** – **Programs** – **Print2PDF Conversion Server**.


Convert2PDF Server [archive.ini]
File Help
Input Output Settings Log
Watched folder
Source Folder: c:\input\
Browse...
Watched e-mail
POP3 server: mail.acme.com
Port: 110
POP3 login name: archive
POP3 password: •••••••
Check every: 5 minutes
Remove after: 10 days (999 = never)
Convert: Letter and attachments
E-mail headers: Full
Attachments: Merge all attachments into one file
Allowed File Types
pdf; dwg; dws; dxf; dwt; dwf; bmp; gif; jpg; jpe; jpeg; png; tif; tiff; wmf; xls; xlsx; xlsm; xlsb; xlw; xltx; xltm; xlt; dbf; csv; htm; html; mht; mhtml; xml; ppt; pptx; pub; doc; docx; rtf; dot; dotx; dotm; wri; wpd; txt; log; vsd; vss; vst; vdx; vsx; vtx; odt; ods; odp; odg; odf; fo
Start
Stop
Help...

Here is a list of available options on the menu bar:

File

- **Open Configuration:** Open a previously saved .INI file.
- **Save Configuration:** Save the current settings to the specified .INI file.
- **Save Configuration As:** Save the current settings to a new .INI file.
- **Minimize to System Tray:** When this option is enabled, Convert2PDF Server will show in the system tray when 1) Convert2PDF Server is minimized and 2) Convert2PDF Server is started from the command-line.
- **Exit:** Stops the server process and closes the application.

Help

- **About:** Displays version information.

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Here is a list of available options on the **Input** tab:

Watched folder

- **Source Folder:** Click the **Browse...** button to choose the source folder. This folder will be watched for new files.

Watched e-mail

- **POP3 server:** Enter the name of the POP3 server (e.g. mail.company.com).
- **Port:** The port of the POP3 server (default is 110).
- **POP3 login name:** Enter the login name for the POP3 account to watch.
- **POP3 password:** Enter the login password for the POP3 account.
- **Check every:** The minutes defined here specify when the POP3 account will be checked for new messages.
- **Remove after:** The days defined here specify when the POP3 messages will be removed the account.
- **Convert:** Specify what part(s) of the e-mail message to convert.
    - **Letter only:** Only convert the e-mail message itself.
    - **Attachments only:** Only convert the e-mail attachments.
    - **Letter and attachments:** Convert the e-mail message and attachments.
- **E-mail headers:** Specify if the e-mail headers will be converted.
    - **None:** Do not include e-mail headers with the letter.
    - **Short:** Include a short version (From, Date, To, Subject) of the e-mail headers with the letter.
    - **Full:** Include all e-mail headers with the letter.
- **Attachments:** Specify how to handle e-mail attachments:
    - **Convert each attachment to a separate file:** This will convert each e-mail attachment to a separate file.
    - **Merge all attachments into one file:** This will merge all e-mail attachments into one file.

Allowed File Types

- Contains a list of file types that will be allowed to be converted by the server. Delimit extensions with a semicolon (;). File types not listed here will be ignored by the server.

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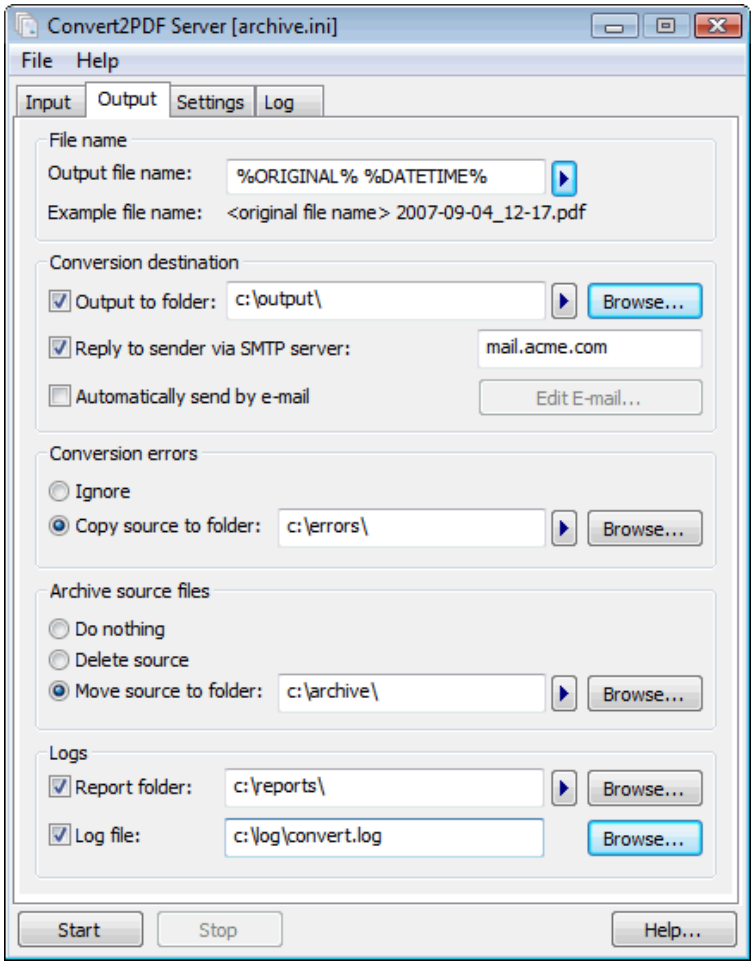
Next is the **Output** tab. Here is a list of available options:



File name

- **Output file name:** Define how the converted output file will be named. The default is %ORIGINAL%, example: input source is test.doc, output will be test.pdf. Supported dynamic variables are as follows:
    - **%DATETIME%** = 2007-12-31_23-59
    - **%DATE%** = 2007-12-31
    - **%TIME%** = 12-00
    - **%YEAR%** = 2007
    - **%MONTH%** = 12
    - **%DAY%** = 31
    - **%HOUR%** = 23
    - **%MINUTE%** = 59
    - **%SECOND%** = 59

Conversion destination

- **Output to folder:** Click the **Browse...** button to choose the output folder. This folder will contain the output PDF files. Supports dynamic variables.

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- **Reply to sender via SMTP server:** This will reply to the sender address and attach the converted output. Use **host:port** syntax (e.g. mail.company.com:25). This option only works with watched e-mail.
- **Automatically send by e-mail:** This feature will automatically attach your PDF document to an e-mail and send it without intervention. Once you enable this option, click **Edit E-mail...** to access the e-mail settings. For more information see the Edit E-mail topic.

Conversion errors

- **Ignore:** Ignore conversion errors.
- **Copy source to folder:** Copy source files that encounter an error during conversion to this folder. Supports dynamic variables.

Archive source files

- **Do nothing:** Do not archive source files.
- **Delete source:** Remove the source file after conversion.
- **Move source to folder:** Move the source to this folder after conversion. Click the **Browse...** button to choose the archive folder. Supports dynamic variables.

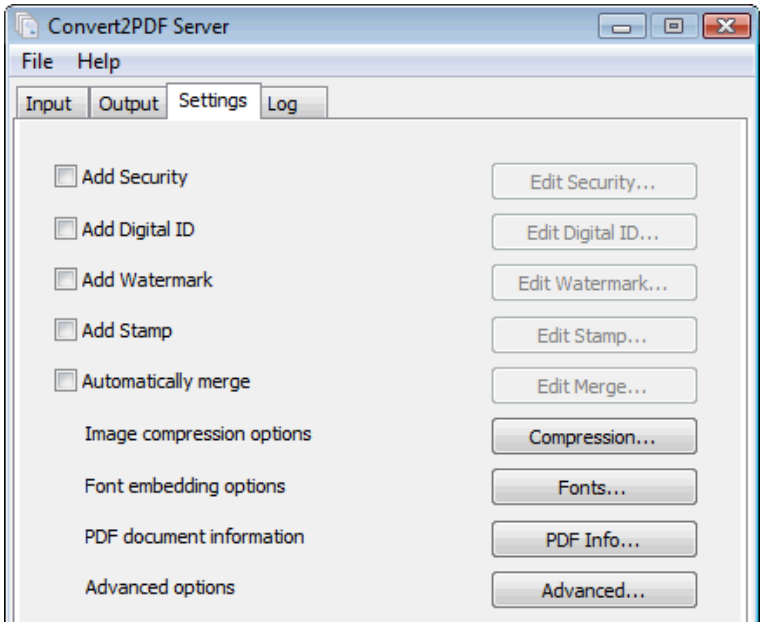
Logs

- **Report folder:** Specify the folder that will contain XML reports for each conversion process. XML files are named **000000000000.xml**, **000000000001.xml**, etc. Supports dynamic variables. Each XML file contains the following elements:

    - <DATE>
    - <TIME>
    - <INPUT>
    - <OUTPUT>
    - <ARCHIVE>

- **Log file:** Everything that is shown on the Log tab will be copied to the folder selected here for later review.

Next is the **Settings** tab. Here is a list of available options:



- **Add Security:** This will allow you to limit access to PDF files created by Print2PDF. Once you enable this option, click **Edit Security...** to access all security settings. For more information see the Edit Security topic.
- **Add Digital ID:** Signing a document with a Digital ID will ensure authenticity and provide tamper-resistance. Once you enable this option, click **Edit Digital ID...** to access all of the Digital ID settings. For more information see the Edit Digital ID topic.
- **Add Watermark:** This will allow you to add a watermark to all or selected pages of your document. The **Edit Watermark...** button will open a dialog in which you will type the text for the watermark, select a font, text orientation, visibility, and specify where the watermark will appear in the document. For more information see the Edit Watermark topic.
- **Add Stamp:** This allows you to select which page(s) of the PDF you wish to have your stamp appear. Once you enable this option, click **Edit Stamp...** to access the stamp settings. For more information see the Edit Stamp topic.
- **Add Attachments:** This will allow you to add attachments that are embedded directly into the PDF file. For more information see the Edit Attachments topic.
- **Automatically merge:** This will allow you to automatically merge the contents of multiple documents into a single PDF file. Once you enable this option, click **Edit Merge...** to access the merge settings. For more information see the Edit Merge topic.
- **PDF Info:** This button will open a dialog to enter metadata information describing the PDF document. For more information see the PDF Document Information topic.
- **Compression:** This button will allow you to modify image compression to change the PDF file size. For more information see the Image Compression Options topic.
- **Fonts:** This button will open a dialog to modify the font embedding and substitution rules. For more information see the Font Embedding Options topic.
- **Advanced:** This button will open a dialog to provide control over color output, resolution, scaling, viewer options, rotation and optimization. For more information see the Advanced Options topic.

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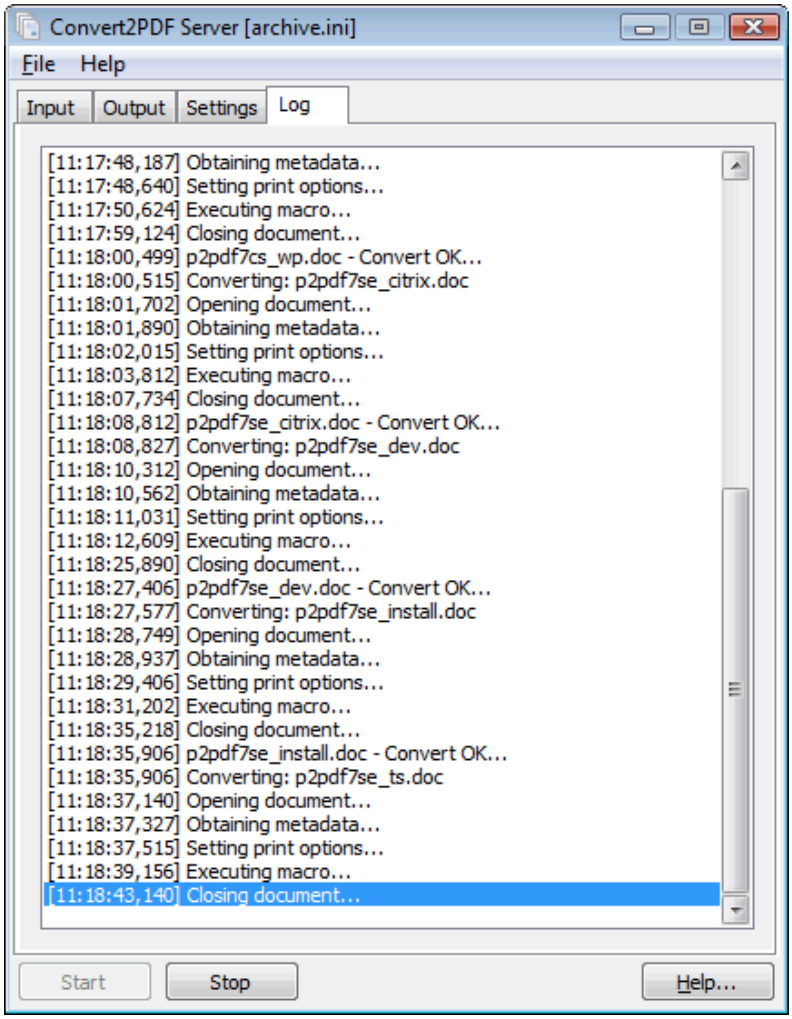
Next is the **Log** tab. Here is a list of available options:



This tab will show what document the application is currently converting.

Click **Start** to begin the watched folder process based on the defined settings or .INI file specified. Click **Stop** to stop the conversion process.

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How to start Convert2PDF Server from the command-line

Convert2PDF Server can be automatically started from the command-line. Use the Convert2PDF Server GUI application to create the .INI files. An unlimited number of watched folder and watched e-mail processes can be started this way.

Use the following command to start the watched folder process:

```
%ProgramFiles%\Software602\Print2PDF CS\prnpack.exe /watch c:\settings.ini
```

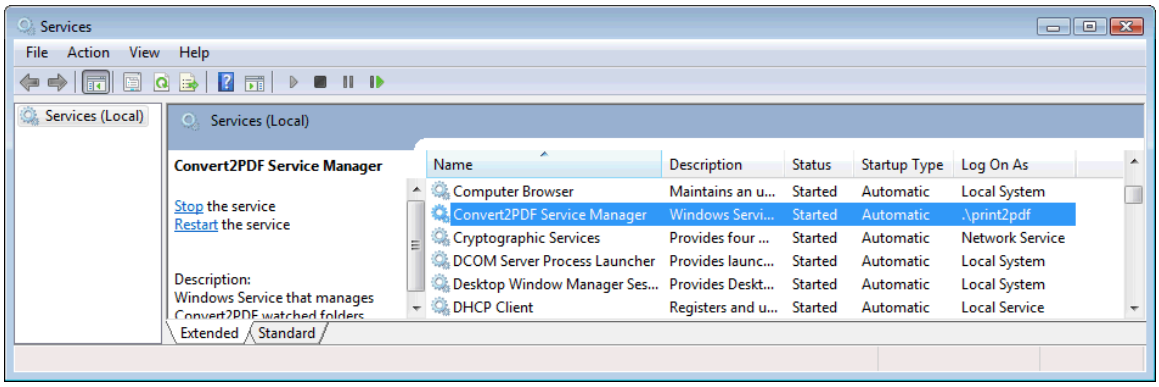
How to start Convert2PDF Server as a Windows Service

If you want to run Convert2PDF Server as a Windows Service you must install the Convert2PDF Service Manager. The Convert2PDF Service Manager allows you to define an unlimited number of watched folders and watched e-mail processes. You must first use the Convert2PDF Server GUI application to create .INI files that will be added to the Convert2PDF Service Manager.

Do the following to install and run the Convert2PDF Service Manager:

The following shortcuts can be found under Print2PDF Conversion Server - Service

1. Run the **Install Convert2PDF Service** shortcut. This will add the Convert2PDF Service Manager to the Windows Services as shown below:



2. Run the **Start Convert2PDF Service** shortcut. This will start the Convert2PDF Service Manager.
3. Run the **Launch Convert2PDF Service Manager** shortcut. This will launch the Convert2PDF Service Manager dialog show below.

NOTE: The above steps will install and run the service as the Local System account. Some applications are not supported (e.g. Microsoft Office) or may not function properly (e.g. Autodesk Design Review) in this configuration. To avoid conversion problems it is required to run the Convert2PDF Service Manager from a user account. Read the end of this section for more details.

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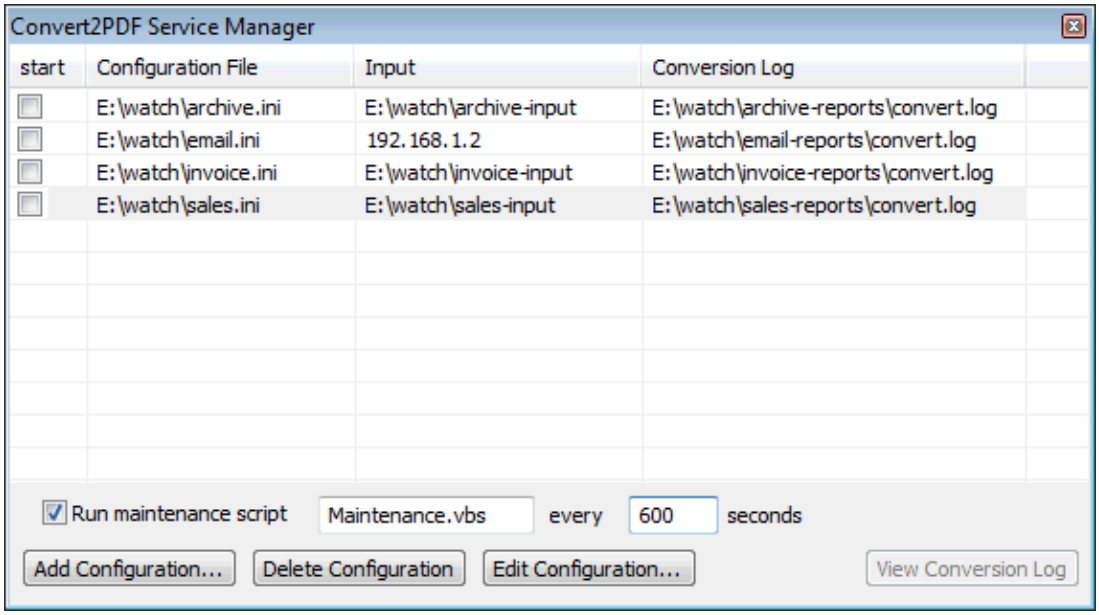
The Convert2PDF Service Manager will appear as follows:



Here is a list of available options:

- **Start:** A checkmark in this box means the process is enabled/started. If the box is unchecked, this means the process is stopped/disabled.
- **Run maintenance script:** Enable this option to run a VBScript file every X number of seconds. Take a look at the included **Maintenance.vbs** script file for more information.
- **Add Configuration:** Click this button to add an existing Convert2PDF Server .INI configuration to the service manager.
- **Delete Configuration:** Remove the selected configuration from the service manager.
- **Edit Configuration:** Edit the selected configuration in Notepad. For more information see the How to configure advanced Convert2PDF Server options topic.
- **View Conversion Log:** View the selected conversion log.

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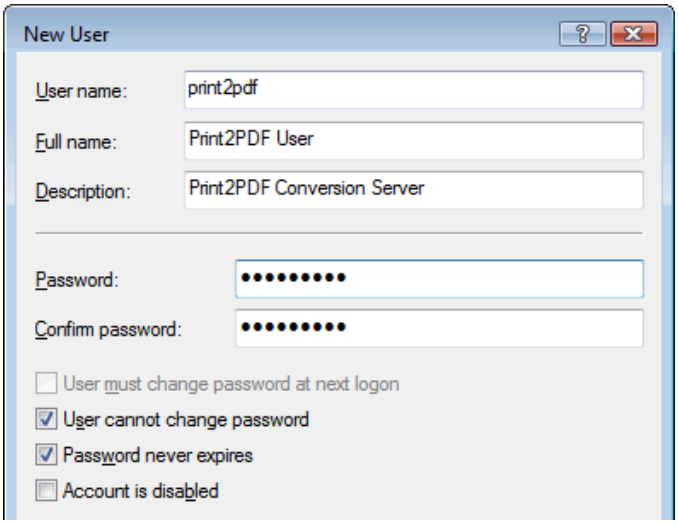
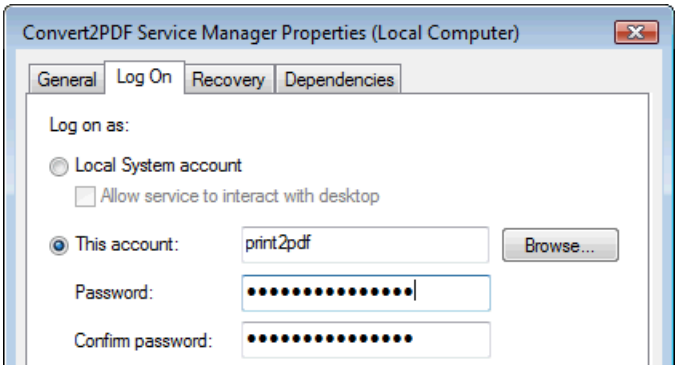
How to configure the Windows Service to Log On As a user

To guarantee complete functionality and prevent conversion errors, you should run the Convert2PDF Service Manager from a user account. Follow these steps to configure the Convert2PDF Service Manager to run under a specific user account:

1. Create a new user in Windows (e.g. print2pdf).



2. Give this new user **Administrator** rights.
3. Login to Windows as this user at least one time.
4. Open each host application (Microsoft Word, etc.) at least one time and close any dialog(s) to ensure error-free automation.
5. Modify the Convert2PDF Service Manager to **Log On** as this new user.



6. Restart the Convert2PDF Service Manager.

Helpful links from Microsoft:

- Considerations for server-side Automation of Office
- How to configure Office applications to run under a specific user account

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How to configure advanced Convert2PDF Server options

There are many options in the .INI file that are not accessible from the Convert2PDF Server GUI application. The .INI file is a plain text file that can be opened and modified with any text editor (e.g. Notepad). Read the **Developer Guide** for more information on how to customize the PDF conversion options.

Below is a table that explains each Convert2PDF Server option:

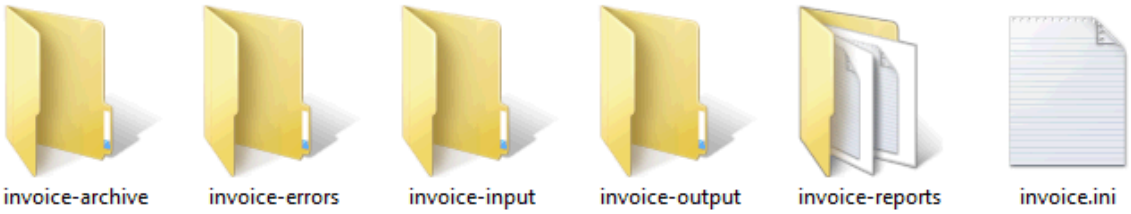
Name	Description
MinimizeToTray	Minimize to the system tray (0 = no, 1 = yes)
AllowedFileTypes	Allowed file types that will be converted, all other file types will be ignored (default is pdf; dwg; dws; dxf; dwt; dwf; dwfx; ani; bmp; brk; cal; clp; cut; cur; dcx; dib; fax; gif; ica; ico; iff; img; jpg; jpe; jpeg; lv; msp; pbm; pcd; pcx; pct; pict; png; pnm; ppm; psd; ras; rgb; rle; sgi; tif; tiff; tga; wpg; wmf; xbm; xpm; xwd; xls; xlsx; xlsm; xlsb; xlw; xltx; xltm; xlt; dbf; csv; htm; html; mht; mhtml; xml; ppt; pptx; pub; doc; docx; rtf; dot; dotx; dotm; wri; wpd; vsd; vss; vst; vdx; vsx; vtx; odt; ods; odp; odg; odf; txt; log; fo)
ConversionTimeout	If the conversion process exceeds this timeout value, it will be cancelled (default is 300 seconds)
ScriptPath	Used to specify a custom script path (e.g. c:\Program Files\Software602\Print2PDF CS\Scripts-New\)
Watch_InputSource	Input source (0 = Watched folder, 1 = Watched e-mail)
Watch_WatchPath	Input source folder (e.g. c:\input\)
Watch_Pop3_Pop3Server	POP3 server (e.g. mail.company.com)
Watch_Pop3_Pop3Port	POP3 server port
Watch_Pop3_LoginName	POP3 login name
Watch_Pop3_Password	POP3 password
Watch_Pop3_CheckEveryMin	Check POP3 account after this many minutes
Watch_Pop3_LeaveCopyDays	Remove messages from POP3 account after this many days
Watch_ConvertMail	Convert from e-mail (0 = Letter only, 1 = Attachments only, 2 = Letter and attachments)
Watch_HeaderMail	Convert e-mail headers (0 = None, 1 = Short, 2 = Full)
Watch_AttachmentsMail	Convert e-mail attachments (0 = Convert each attachment to a separate file, 1 = Merge all attachment into one file)
Watch_RenameEnabled	Rename converted output files (0 = no, 1 = yes)
Watch_RenameString	Rename string, supports dynamic file names (e.g. %ORIGINAL% = original file name)
Watch_OutputPathEnabled	Output converted files to folder (0 = no, 1 = yes)
Watch_OutputPath	Output converted files to this folder (e.g. c:\output\)
Watch_ErrorPathEnabled	Copy errors to folder (0 = no, 1 = yes)
Watch_ErrorPath	Copy errors to this folder (e.g. c:\errors\)

Watch_ReportPathEnabled	Create reports (0 = no, 1 = yes)
Watch_ReportPath	Create reports in this folder (e.g. c:\reports\)
Watch_MaxXmlReports	Maximum number of reports to generate in one folder (default 20000)
Watch_Reply_Enabled	Reply to sender via SMTP server (0 = no, 1 = yes)
Watch_Reply_SMTPServer	SMTP server
Watch_Reply_SMTPPort	SMTP server port
Watch_Mail_Enabled	Send output by e-mail (0 = no, 1 = yes)
Watch_Mail_Method	Method used to send e-mail, must equal 2 (2 = Send directly to SMTP server)
Watch_Mail_UseSubject	Use e-mail subject from **Watch_Mail_Subject** value (0 = no, 1 = yes)
Watch_Mail_UseSender	Send e-mail FROM: the **Watch_Mail_Sender** value (0 = no, 1 = yes)
Watch_Mail_UseRecips	Send e-mail TO: recipients in the **Watch_Mail_Recips** value (0 = no, 1 = yes)
Watch_Mail_UseCC	Carbon copy e-mail to recipients in the **Watch_Mail_CC** value (0 = no, 1 = yes)
Watch_Mail_UseMessage	Use e-mail text from **Watch_Mail_MsgText** value (0 = no, 1 = yes)
Watch_Mail_SMTPServer	SMTP server
Watch_Mail_SMTPPort	SMTP port
Watch_Mail_Sender	E-mail sender
Watch_Mail_Recips	E-mail recipients
Watch_Mail_CC	Carbon copy recipients
Watch_Mail_Subject	E-mail subject
Watch_Mail_MsgText	E-mail body
Watch_ActionAfter	Archive source files (0 = Do nothing, 1 = Delete source, 2 = Move source to archive folder)
Watch_ArchivePath	Archive folder (e.g. c:\archive\)
Watch_AutoTerminate	Terminate the process after completion (0 = no, 1 = yes)
Watch_LogToFile	Log the conversion process to a file (0 = no, 1 = yes)
Watch_LogFile	Log the conversion process to a file named **convert.log** in this folder (e.g. c:\log\)

Convert2PDF Server Examples

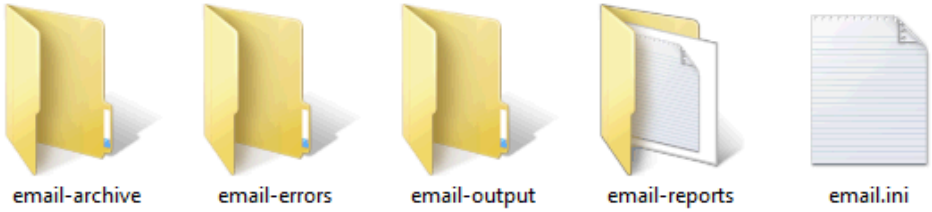
The following examples show a watched folder and a watched POP3 e-mail account.

Watched Folder



- **Input folder** = c:\watch\invoice-input\
- **Output folder** = c:\watch\invoice-output\
- **Error folder** = c:\watch\invoice-errors\
- **Archive folder** = c:\watch\invoice-archive\
- **Report folder** = c:\watch\invoice-reports\
- **Configuration file** = c:\watch\invoice.ini

Watched E-mail



- **Input e-mail** = archive@company.com
- **Output folder** = c:\watch\email-output\
- **Error folder** = c:\watch\email-errors\
- **Archive folder** = c:\watch\email-archive\
- **Report folder** = c:\watch\email-reports\
- **Configuration file** = c:\watch\email.ini

Use the following commands to begin the conversion process:

```
start %ProgramFiles%\Software602\Print2PDF CS\prnpack.exe /watch c:\watch\invoice.ini

start %ProgramFiles%\Software602\Print2PDF CS\prnpack.exe /watch c:\watch\email.ini
```

You can create a shortcut, **.bat** file, **.vbs** script or even a scheduled task to begin the conversion process. The choice is yours.

NOTE: The conversion process MUST run as a logged in user.

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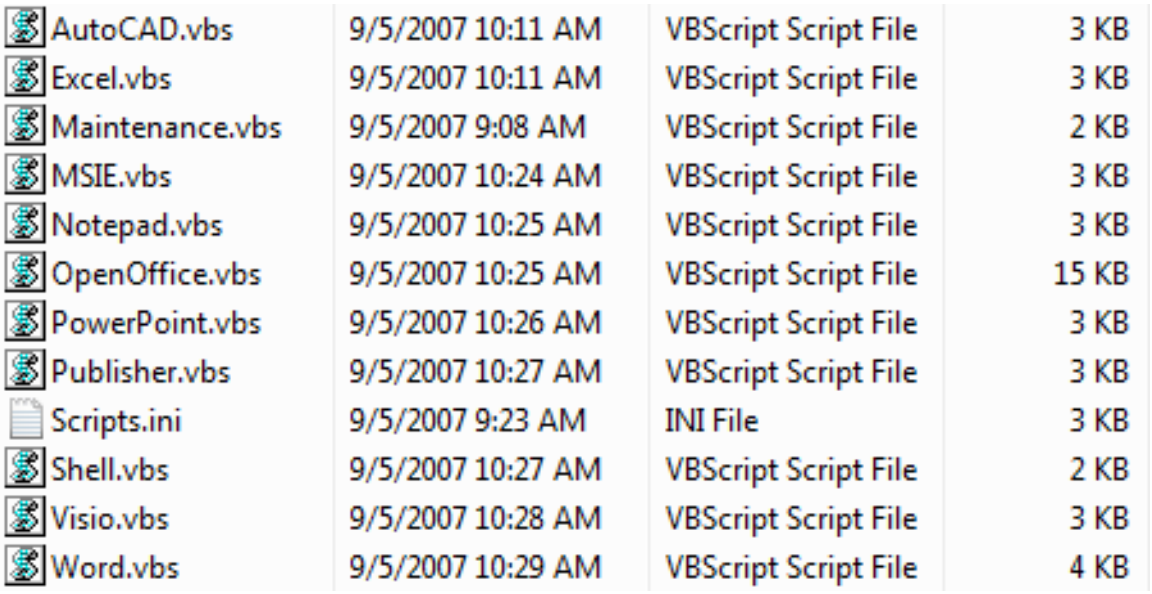
Customizing Conversion

Print2PDF Conversion Server can be easily customized to add file types, change what host application will be used to convert a certain file, or add specific business logic into conversion scripts using VBScript.

The default script engines are located in the following directory:

```
%ProgramFiles%\Software602\Print2PDF CS\Scripts\
```



AutoCAD.vbs	9/5/2007 10:11 AM	VBScript Script File	3 KB
Excel.vbs	9/5/2007 10:11 AM	VBScript Script File	3 KB
Maintenance.vbs	9/5/2007 9:08 AM	VBScript Script File	2 KB
MSIE.vbs	9/5/2007 10:24 AM	VBScript Script File	3 KB
Notepad.vbs	9/5/2007 10:25 AM	VBScript Script File	3 KB
OpenOffice.vbs	9/5/2007 10:25 AM	VBScript Script File	15 KB
PowerPoint.vbs	9/5/2007 10:26 AM	VBScript Script File	3 KB
Publisher.vbs	9/5/2007 10:27 AM	VBScript Script File	3 KB
Scripts.ini	9/5/2007 9:23 AM	INI File	3 KB
Shell.vbs	9/5/2007 10:27 AM	VBScript Script File	2 KB
Visio.vbs	9/5/2007 10:28 AM	VBScript Script File	3 KB
Word.vbs	9/5/2007 10:29 AM	VBScript Script File	4 KB

The Scripts.ini file

The Scripts.ini file defines which script is used to convert what file type. The example below is for the Autodesk AutoCAD configuration:

```
[Autodesk AutoCAD]
;AutoCAD 2000/2002/2004/2005/2006/2007/2008
Script=AutoCAD.vbs,Shell.vbs
FileTypes=dwg,dws,dxf,dwt
;ConversionTimeout=300
```

Here is an explanation for each parameter:

- **Script:** The script to use for conversion. The keyword **Internal** is reserved for files that can be internally converted by the software. Delimit with a comma to specify multiple scripts for automatic failover. If the first script fails to convert the file, the second script will be tried, and so on.
- **Filetypes:** File types to convert with this script (delimit with a comma).
- **ConversionTimeout:** Timeout that will override the ConversionTimeout specified using the Convert2PDF Server options (default is 300 seconds).

Modifying scripts

If you modify the default scripts included with the product, this will affect ALL conversion processes from Convert2PDF and Convert2PDF Server.

NOTE: Make backup copies of your modifications to the default scripts folder! Upgrades to Print2PDF Conversion Server will install improved versions of the default scripts and will OVERWRITE your modifications!

Using modified scripts

The safest way to use modified scripts is to do the following:

1. Create a new folder in the installation directory called **Scripts-New**
2. Copy the contents of the default scripts folder to this folder
3. Reference this folder in the **ScriptPath** Convert2PDF Server option

This will allow you to use custom conversion routines for each conversion process.

VBScript usage

The following functions and properties are available for use within the VBScript files that are being executed by the conversion process.

Functions

- Sleep(INTEGER Milliseconds)
- ShellExecute(STRING Command, STRING FileName, STRING PrinterName)
- WaitForPrintFinish()
- DbgLog(STRING LogMessage)

Properties from conversion host

- InputFile = Get the name of the Input file to convert.
- PrinterName = Get the name of the Print2PDF printer.
- SystemDefaultPrinter = Get/set the system default printer.

Properties from conversion configuration

- PrintQuality = Get the PrintQuality
- PDFMetadataTitle = Set the PDFMetadataTitle
- PDFMetadataSubject = Set the PDFMetadataSubject
- PDFMetadataAuthor = Set the PDFMetadataAuthor
- PDFMetadataKeywords = Set the PDFMetadataKeywords
- PDFRotation = Set the PDFRotation

NOTE: We will be adding more configuration Properties in the future to provide more conversion modification at run-time.

Handling errors

- Err.Raise 2000 = Stop conversion; do not attempt the next script engine.
- Err.Raise 65535 = Rollover to the next script engine, if available.

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Uninstalling

To uninstall Print2PDF Conversion Server, do the following:

1. Click **Start** – **Programs** – **Print2PDF Conversion Server**
2. Click the **Uninstall** icon. If asked to delete shared files, click **Yes**.

Troubleshooting

This section will cover many frequently asked questions and issues that you may experience while using Print2PDF Conversion Server. If you do not find the answer to your question here, please visit our online support area at:

http://support.software602.com/

- **Error loading GEAR602.DLL:** This error is generated when you attempt to use Print2PDF with a program that is built on the older 16-bit architecture. Please contact the software vendor for an update.

- **I am having trouble registering Print2PDF Conversion Server, how can I get help?** Registration assistance is available online, here.

- **Can I use Print2PDF Conversion Server on a PC that is not connected to the Internet?** Print2PDF Conversion Server can be loaded on any machine running a supported operating system. Registration does require Internet access, but the connection does not have to be on the PC you wish to install Print2PDF Conversion Server. You can manually register the software, here.

- **How does Print2PDF search for preferences?** Print2PDF will search in the following order, once preferences are found, the search process will end:

    1. User preferences defined from the **Print2PDF Conversion Server Configuration** application. These are stored in the registry under: **HKEY_CURRENT_USER\Software\Software602\Print2PDF CS\2001\PDF**

    2. Global preferences in the file: **%systemroot%\system32\spool\drivers\w32x86\3\defaults.ini** **%systemroot%\system32\spool\drivers\x64\3\defaults.ini**

    3. Global preferences in the installation directory: **%programfiles%\Software602\Print2PDF CS\defaults.ini**

    4. Global preferences in the file: **%systemroot%\system32\defaults.ini**

    5. Global preferences in the file: **%systemroot%\defaults.ini**

    6. Default preferences that are hard coded into the Print2PDF application.